



## **Part Time Librarian Job Description**

### **MISSION OF THE SCHOOL**

In a large city like New York, The Co-op School provides a safe and stimulating micro-environment where students experiment and learn. All members of The Co-op School — students, families and staff — contribute to the development of our unique culture and participate in and improve our community and beyond. As students learn to work together, preparing for a global environment, families also work in committees and on the board to support the school. Whether painting walls, assembling furniture, growing the school through various initiatives, and much more, we all help The Co-op School flourish. Meanwhile, faculty collaborate to create learning opportunities that evolve with students' strengths and interests in addition to utilizing best practices. Teachers guide students in the dynamic, life-long process of questioning and deepening connections. Through far-reaching social studies projects enriched through literature, math, science and the arts, students make decisions, research and reflect.

Students will leave The Co-op School confident to effect change in the community and comfortable reflecting on ways to challenge and grow themselves. As creative problem solvers, each with unique viewpoints and learning styles, students will embrace the idea of a more equitable world. We strive to inspire passion and teach children to become protagonists in their own educational journey by fostering their innate sense of curiosity and creativity. We listen to and honor the individual interests and strengths of each child.

### **DESCRIPTION OF THE SCHOOL**

The Co-op School is an inquiry-based, progressive elementary school that opened in the fall of 2003 in Fort Greene, Brooklyn. At full capacity we will serve children from kindergarten through fifth grade. In the 2016-2017 school year we will have approximately 150 students in prekindergarten through third grade.

### **THE OPPORTUNITY**

The Co-op School is seeking committed educators to join our team as our Elementary School Librarian. The librarian will teach six 45-minute classes a week grades prekindergarten through third grade as well as maintain and grow the school library.

### **Qualifications:**

- Master's Degree
- Deep knowledge of elementary school libraries and how to best organize
- Possess a thorough knowledge of current educational principles, best practices and theory related to library science
- Two or more years of relevant teaching experience preferred
- Possess demonstrated ability to handle the instructional goals of several classrooms at once as well as strong organizational and planning skills and attention to detail

- Educational philosophy aligns with the mission and vision of The Co-op School
- Reflective practitioner in a state of constant professional growth and a willingness to share their craft with others
- Has own passions and interests
- Experience working with children with special needs as some students have IEPs
- Commitment to and knowledge of experiential and inquiry-based teaching and learning
- Commitment to diverse learning environments
- Strong interpersonal skills
- Experience collaborating with children, families, colleagues, and administrators

**Responsibilities:**

Environment/Documentation/Supplies:

- Keep a clean/tidy/well organized Library
- Creation of Elementary School Library Curriculum
- Binders with curriculum documentation for each grade kept in the Library, accessible to parents and staff
- Maintenance/organization of classroom materials
- Monthly coordination of supply orders with office manager/upkeep with inventory chart
- Create displays to promote library materials and programming
- Monthly summaries with photos, displayed outside of the Library

Additional Responsibilities:

- Report card contributions two times a year
- Continual check in with classroom teachers in order to tie in instruction to project work when possible.
- Establish an online catalog and circulation system
- Assess the current collection and identify areas that need development.
- Coordinate and work with library volunteers
- Order, catalog and process books and multimedia. Periodically weed collection
- Build a library web page to help students identify trusted web sites for school work
- Plan, market, and implement special library programming like author visits, mock Caldecott Awards, summer reading program...

**COMPENSATION**

We offer a competitive salary.

**TO APPLY**

- Send your resume and cover letter to [mandy@thecoopschool](mailto:mandy@thecoopschool). Please include LIBRARIAN in the subject line of the email.
- Your cover letter should include a statement of your educational philosophy and also state why you are interested in becoming part of the team
- If you have questions about any of our positions, please feel free to email Mandy Vadnai, Education Director at [mandy@thecoopschool.org](mailto:mandy@thecoopschool.org)