

3/3/2020

St. Paul's School for Boys is pleased to announce an opening for a full-time **Upper School Librarian** for the 2020-2021 school year.

School Overview

The St. Paul's Schools is a family of independent schools located in Brooklandville, Maryland. With more than 1,400 students from ages 6 months to grade 12, St. Paul's Pre and Lower School (coed), St. Paul's School for Girls, and St. Paul's School for Boys share a 120-acre campus, an Episcopal affiliation, and a focus on developing confident, well balanced students who will use their education and ethics to improve the world. In July 2018, the schools unified under the umbrella of The St. Paul's Schools, with a single board of trustees and one president, but each school retains its individual traditions and its gender-specific programs. A coordinated structure allows The St. Paul's Schools to preserve the small-school feel within each school while sharing resources and certain programs to maximize opportunities for students. With St. Paul's unique model, boys and girls are taught together and separately at just the right times in their development.

St. Paul's School for Boys, founded in 1849, is a college-preparatory day school serving boys in grades 5 through 12. The school's mission, "Seek truth, knowledge, and excellence; live by faith, compassion, and integrity," is the daily standard for all members of our community. St. Paul's School for Boys' students are thoughtful young men who thrive in an educational community that emphasizes strong relationships, personal growth, and the collective pursuit of integrity.

Key Responsibilities

The successful candidate will be a creative, passionate, and experienced educator with a strong background in library and educational technology services.

Our ideal candidate will work closely with our faculty to design and co-teach curriculum including topics such as research practices and databases, copyright regulations, use of multimedia and use of online tools for writing, reading, and researching. They will be well-versed and current in pedagogy, as well as literature which is developmentally appropriate and facilitate a love of learning. An enthusiasm to promote the use of engaging media and differentiated technology is critical. This position will be responsible for teaching multiple research and term paper related classes.

Keeping an organized and efficient library space is imperative in this role. This candidate will oversee responsibilities including, but not limited to, managing a schedule of use of the library for classes and small groups, taking charge of the library budget and managing financial records and database accounts to make data driven decisions. Additional responsibilities to include:

- Providing leadership on best practices in research methods and tools, media studies, and library and information literacy during regularly scheduled meetings
- Developing and managing, along with the other school librarians, the annual library budget
- Managing the acquisition, processing, organization, distribution, maintenance, and inventory of print and electronic resources for the library
- Supervising, observing, evaluating, and coordinating with the other division librarians
- Working with the division librarians to ensure that library and research skills are implemented at all grade levels
- Maintaining and reviewing the documentation of the libraries' standards, procedures, records, and policies, and the AIMS self-study document

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- Keeping abreast of and taking advantage of professional development opportunities for all school librarians
- Acting as an advocate with the Director of Libraries and Technology for the school's libraries and the librarians with the administration
- Consulting and planning with teachers on the appropriate use of library materials, as well as library technology resources used by students for classroom instruction and projects
- Providing individual and group instruction for students on the use of research resources and techniques
- Promoting the value of and providing training in the use of online library databases
- Maintaining and overseeing the physical space of their own division library
- Performing other duties such as homeroom advisor, committee member, and student club faculty mentor as assigned by the division principal and the Head of School

To succeed in this leadership role, the successful candidate must also inspire confidence in students, parents, colleagues, and administration and possess the ability to lead collaboratively and articulate to all constituencies a vision to embrace research, use of multimedia outlets and experience in using a 21st century library environment. In addition, this candidate will facilitate book club programs within the school and inspire new and creative ways for student and faculty use within the library space.

In addition to managing the library function, faculty members are encouraged to contribute in other significant ways to the work of the community. The School supports the model of the teacher-coach as it scaffolds student development and connection, and thus the School is especially interested in candidates with coaching experience and/or those who are able to demonstrate initiative and serve as coaches in a variety of significant ways outside of the classroom.

The St. Paul's Schools are committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time employees are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include free lunch, fitness center and tuition remission. Salary is commensurate with experience.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Director of Employee Recruitment and Retention, at sduckett@stpaulsmd.org. The St. Paul's Schools is an equal opportunity employer.