



Rowland Hall: Upper School and Middle School Librarian

School Overview

Rowland Hall is an independent school in Salt Lake City serving 950 students in preschool through twelfth grade. Driven by our vision of inspiring students who make a difference, Rowland Hall sets the standard for teaching and learning excellence in a warm, inclusive environment where students form meaningful relationships that cultivate confidence and self-discovery. Transformational academic and co-curricular programs including experiential learning opportunities, self-expression through the arts, and a competitive athletic program ensure students are challenged both inside and outside the classroom. We foster curiosity, compassion, and joy throughout the learning process and graduate young adults who know how to think critically and live with purpose.

Located near the base of the stunning Wasatch Mountain Range and adjacent to the University of Utah, a world-class research university and medical center, Rowland Hall attracts a diverse community of families. The school focuses on recruiting and retaining high-quality employees by offering extensive professional development opportunities, salaries that are competitive with local districts and market rates, and a close-knit, supportive community.

Lincoln Campus

Rowland Hall Middle School (grades 6-8) and Upper School (grades 9-12) make up the Lincoln Campus and serve a combined 500+ students with a focus on academic, emotional, and social growth as developmentally appropriate. Each division promotes a strong culture of professional growth, collegiality, and collaboration for teachers. In recent years, the Middle School has focused on more interdisciplinary learning and experiential learning and has moved towards a more extensive grading system (“Mission Based Grading”) and runs a 1-1 iPad program. The Upper School, in addition to an excellent college preparatory program, has extensive co-curricular offerings in arts, athletics, service opportunities, and internships. Upper School signature programs include the Rowmark Ski Academy, a nationally ranked debate team, an award-winning literary magazine, *Tesseræ*, and several partnerships with the University of Utah and other local organizations. The Upper School runs a 1-1 laptop program. Teachers in both divisions use the Canvas learning management system and Veracross as a Student Information System.

Primary Job Responsibilities

- Direct, organize, and supervise the library and essential services of the library from 7:30 am to 4:00 pm, Monday-Friday, including supervision of students using the space
- Prioritize accessibility to learners and faculty
- Promote literacy, reading and library use
- Instruct students and faculty on how to access, evaluate, use, share and create information using a variety of sources
- Teach information literacy skills, as well as the ethical use of information, at the appropriate grade levels
- Collaborate with teachers to design and implement lessons and units of instruction & to ensure that the collection supports the curriculum
- Collaborate regularly with the technology department to ensure consistency in skills, approach to technology, and technology policies & choice of appropriate library software and hardware
- Collaborate regularly with the Lower School library staff to ensure consistency in skills, electronic resources, library services, and collection development
- Prepare, maintain and review the library budget with Business Office

- Manage library websites and database OPAC (Alexandria) and online databases for middle and upper school divisions. Set-up and maintain student/faculty database accounts
- Manage access (student and faculty accounts) to and teaching of digital (as well as print) research resources, databases and web-based and online citation support (NoodleTools, Questia School, JSTOR, OverDrive)
- Manage collection including selection, curation and updating books and digital resources
- Plan, administer, operate, supervise, and evaluate the library information center, developing policies to ensure efficient operation and optimal service and revising policies when appropriate in partnership with division administration and technology department
- Stay up to date on best practices and current trends in library curriculum, usage, and design. Identify forward-thinking ways to incorporate some of these things into Rowland Hall's library space and program

Other Duties

- Attend faculty meetings, in-service activities, and other in-house training and meetings as assigned by Upper School and Middle School principals
- Maintain and grow professional skills by pursuing relevant professional development opportunities
- Perform any other related duties that may be assigned by the Upper School or Middle School Principals

Ideal Candidate

- Bachelor's Degree and certificate in Library Media, or Master's Degree in Library and Information Science or related field required
- Strong organization, verbal, and writing communication skills
- Ability to multitask with continual interruption
- Strong technology and computer skills (preferred: experience with Mac and iOS operating systems, Google Docs and Canvas)
- Familiarity with contemporary research databases: Gale, EBSCO, etc.
- Enthusiasm for working with Middle School and Upper School aged students
- Interest in curriculum development in collaboration with and to support classroom teachers
- Demonstrates cultural competency, both internally and with prospective families and community partners
- Ability to support the mission statement of the school

This is a full-time, exempt position beginning August 1, 2019 that reports to the Upper School and Middle School Principals.

To apply, please send a cover letter, resume, and any other supporting materials to Andrea Beckman at andreabeckman@rowlandhall.org. For more information about the school, please visit rowlandhall.org.

Equal Employment Opportunity

Rowland Hall is an equal opportunity employer, and as such, believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Rowland Hall's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.