

*Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.*



Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 870 students in Pre-K through 12<sup>th</sup> Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community. OES welcomes those who wish to engage in a vibrant, culturally diverse learning community.

**JOB TITLE:** Lower School Teacher Librarian

Oregon Episcopal School seeks a skilled, professional, and culturally competent individual to be its Lower School teacher librarian. The librarian will empower pre-kindergarten through fifth grade students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The librarian should have the ability to instill a love of learning in all students and promote curiosity and the exploration of ideas and concepts. This position will collaborate with classroom teachers and specialists to design and implement learning experiences while demonstrating a commitment to maintaining intellectual freedom. The successful LS librarian teacher candidate will possess the capacity to also provide the leadership and expertise necessary to ensure that the Lower School library program is aligned with the [OES mission, vision and identity](#).

This is a full-time, academic year position that starts on August 19 and comes with a competitive salary and benefits package, including 95 percent employer paid group medical, dental, and vision insurance for the employee, 25 percent for dependents, 403(b) retirement plan with generous employer match, abundant professional development opportunities, and one excellent meal daily. Up to 50% tuition remission is available for up to two admissions eligible children. See the [OES Benefits Guide](#) for more information.

**ESSENTIAL DUTIES:**

***Teacher Librarian and Instructional Partner***

- Develop an intellectually challenging and creative library and information technology program with developmentally appropriate research-based practices.
- Implement a strong, inquiry-based and differentiated research curriculum; work with educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources.
- Participate in the curriculum development process at both the grade and Lower School wide level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to develop lifelong learners.
- Teach library and information technology skills to students from Pre-K through fifth grade.
- Collaborate with librarians in Middle and Upper School to support a strong Pre-K – twelve library and information technology program.
- Promote the ethical use of information.
- Ensure equitable access to and responsible use of information.
- Join teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning; match quality books to readers.

***Library Program Administrator and Information Specialist***

- Provide leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and information technologies in all formats.
- Develop and maintain a diverse collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.

- Cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school.
- Model effective strategies for developing multiple literacies.
- Evaluate, promote, and use existing and emerging information technologies to support teaching and learning, connect the school with the global learning community.
- Understand copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same.
- Use effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives.
- Supervise and evaluate the library assistant.
- Prepare, justify, and administer the LS library program budget to support specific program goals.
- Establish processes and procedures for selection, acquisition, circulation and resource sharing that assure appropriate resources are available when needed.
- Create and maintain a teaching and learning environment in the LS Library that is inviting, safe, flexible, and conducive to student learning.
- Arrange for flexible scheduling of the LS Library to provide student accessibility to staff and resources at point of need.

**MINIMUM QUALIFICATIONS:**

- MA/MS, MLS, MLIS, or similar degree from a program accredited by the American Library Association (ALA) (or equivalent)
- Three years of elementary teaching or library experience
- Intercultural competence, ability to teach diverse groups of students effectively; ability to interact appropriately with a diverse array of students, coworkers, family members
- IT skills: general digital literacy, intermediate to advanced MS Office Suite, database skills, web applications including Google Suite, Zoom or Skype, etc. as appropriate to job duties, familiarity with library management system software like Follett Destiny
- Ability to pass a background check and drug screen

**PREFERRED QUALIFICATIONS:**

- Five years of experience leading a school library
- Experience teaching in an independent school setting

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to grow professionally and to stay abreast of changes in the field of education
- Interpersonal skills, ability to collaborate, work effectively on teams, and maintain collegial relations with colleagues
- Knowledge of educational technology; openness to innovation, willingness to learn, ability to integrate evolving IT into curriculum
- Excellent verbal and written communication skills

**PHYSICAL REQUIREMENTS:**

- Primarily library environment, ability to sit at computer and keyboard for moderate periods
- Ability to lift and carry up to 20 pounds on an frequent basis
- Ability to push or pull 50 pound mobile bookshelves with or without assistance
- Mobility sufficient to move about the campus and to assure the safety of young children
- Ability to see, hear, and speak to interact with students, parents, and groups of individuals

**COMPENSATION:** OES Faculty Salary Scale based on degree and years of experience

**APPLICATION PROCESS:** Interested candidates should complete the OES Application here: [https://fs18.formsite.com/OES\\_Form/3gb5dju9l/index.html](https://fs18.formsite.com/OES_Form/3gb5dju9l/index.html) and attach cover letter and resume. Open until filled.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.