



Join our team at SF Day!

Virtual & On-Campus Library Assistant

Full-time · 2020-21 School Year

Are you...

- A passionate and compassionate educator and role model?
- A responsible and creative educator ready to support the SF Day library in various grades?
- An effective communicator and thoughtful listener, both online and in person?
- An inclusive community member who sees and appreciates the diverse fabric of our city and community?

Yes? Then read on!

We are seeking a flexible, responsible, and dynamic individual to join our community and teaching team as the **Library Assistant**, *both online and in person*.

Qualifications

- Bachelor's degree
- 1-2 years of experience supervising and/or teaching children
- Technical proficiency with demonstrated experience with Zoom and Google Docs
- Ability to work with multiple stakeholders (students and colleagues) in a warm and empathetic manner
- Passion for and knowledge in Kids' Literature (Kindergarten - 8th Grade), with a lean toward culturally responsive, multicultural, inclusive literature
- Experience with or exposure to Destiny Discover (the library's database) is preferred

Primary Responsibilities

The SF Day library is staffed by a Library Director and Library Assistant. The Library Assistant is responsible for assisting with all aspects of the library space, program, and classes. The SF Day library, both in person and online, is an active and vibrant space in the community, and the Library Assistant is integral to maintaining a positive learning environment.

Some aspects of your role, *both online and in person*:

- Assist the Library Director with library classes
- Perform circulation desk duties (example: checking out/returning of books)
- Conduct an annual inventory of the collection
- Catalog all library materials
- Maintain a welcoming environment in the library space (example: creating engaging displays)

At San Francisco Day School...

We believe that when intellect and imagination are intertwined, our students delight in the discovery of connection: in their academic and creative pursuits, in their relationships, and in all that they experience here. Every day we help our students emerge as flexible and resourceful learners. Because when we do, our students light up with the call and capacity to take on the complexities of their day and of a diverse world.

SF Day Fast Facts

- Independent, co-educational school
- Located in the heart of SF in the Western Addition neighborhood
- SF Day devotes a significant amount of resources to seek and support ongoing professional development opportunities for faculty and staff

Ready to Join SF Day?

SF Day celebrates and welcomes faculty, staff, and administrators who reflect the broad range of diversity in the Bay Area. We encourage people of color and LGBTQ+ persons to apply. SF Day offers excellent benefits and a competitive salary.

Please apply online with your resume, salary expectations, and a thoughtful cover letter explaining why your experience is appropriate for this position. Please, no phone calls.