



## The Pingry School Lower School Library Associate

### About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

### Position Summary (10-month, Faculty/Staff)

The **Lower School Library Associate** is responsible for ensuring the successful day-to-day operation of the Lower School library. This includes performing any necessary administrative duties and designing and executing programming when appropriate. The Lower School Library Associate reports to the Lower School Librarian.

### Responsibilities

Duties include, but are not limited to:

- Assist students and teachers in the use of the library and selection of library materials
- Perform circulation duties including checking books in and out, sorting and shelving books and other materials
- Maintain library circulation records and statistics
- Maintain patron records
- Process new books and materials
- Set-up monthly window displays
- Order and maintain library supplies
- Cover and repair books
- Oversee training and scheduling of parent library volunteers
- Maintain records of overdue materials and process overdue notices and reports.
- Maintain library OPALS website and Pathfinders
- Design and execute library-related training sessions for faculty and staff in coordination with Lower School Librarian
- Facilitate library classes for children in Grades K-5
- Perform reference services and reader advisory
- Create any necessary training materials
- Develop grade-specific lessons on informational literacy skills as needed
- Encourage a creative learning environment

## **Qualifications**

- 4-year degree in a related field
- Prior experience working in a library or school preferred
- Knowledge of library terminology and practices
- Knowledge of media literacy best practices
- Experience working with digital media
- Ability to work with emerging technology
- Experience with Google Apps for Education
- Ability to communicate clearly
- Experience supporting K-5 Maker Spaces, particularly projects in robotics, coding, and 3D printing, a plus
- Experience and ability to complete responsibilities in in-person, remote, and hybrid learning environments

**Qualified candidates are invited to send a resume, personal statement, and cover letter to Mary Kokie McNaugher, Talent Acquisition Manager at [mmcnaugher@pingry.org](mailto:mmcnaugher@pingry.org).**

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