



Library Resource Center Specialist (P/T) – Starting February 2023

The Avery Coonley School is seeking an experienced (3 years) dynamic, student-centered, creative Library Resource Center Specialist to support student and teacher achievement in grades PreK-8. Responsibilities include organizing and maintaining the library, promoting resources into the curriculum, supporting the use of technology tools to enhance and redefine student learning, and collaborating with teachers to implement the effective use of technology in instruction. We are looking for a specialist who has a passion, energy, and enthusiasm for working with academically gifted lower and middle school aged children. The successful candidate will work effectively as a team member to plan and implement an educational program that meets the social, emotional, physical, and cognitive needs of individuals through developmentally appropriate practices. The Avery Coonley School is particularly interested in candidates who will enrich the diversity of identity, lived experience, and thinking that makes a community strong and empowers students to engage beyond differences. This position is part-time.

Qualifications, Skills, and Abilities

- Bachelor's degree from a four-year accredited institution. Master's degree preferred.
- Two or more years of teaching experience in a K-8 setting.
- Knowledge of a broad range of library instructional strategies, resources, and practices in elementary school curriculum areas.
- Excellent writing, communication, presentation, and group facilitation skills
- "Can do" attitude and ability to work as part of a team
- Willingness to develop differentiated learning experiences for gifted and high-achieving students
- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly changing work environment
- Ability to build positive relationships
- Ability to work collaboratively, plan with Group teaching partner, and team teach
- Ability to work collaboratively across teams, departments, and divisions
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

Duties

- Plan, prepare, and present effective daily library instruction
- Create a library environment that is conducive to active and participatory learning, resource-based instructional practices
- Develop lessons that are engaging and grade level appropriate

- Support the Technology Team
- Communicate with parents in a timely manner and engage them in a partnership to support their children's education
- Keep clear and complete records
- Meet all deadlines for report cards, communications with parents, and other professional requirements
- Demonstrate professionalism in appearance, words, and actions
- Perform routine additional duties as assigned
- Position is part-time (hours 11:30am -3:30pm, M-F)

The statements in this job description are intended to represent the key duties, essential nature, and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

Salary is competitive and dependent upon experience and qualifications.

Please e-mail resume and cover letter to: 201710hr@averycoonley.org

About The Avery Coonley School

Located in the western suburbs of Chicago and serving 331 children from 40 communities in Groups (grades) PreK to 8, The Avery Coonley School (ACS) welcomes highly motivated, high-ability learners who eagerly seek new challenges. Gifted and high-achieving students flourish in a unique and collaborative culture where the drive to learn transcends all other differences. Founded in 1906, ACS enjoys a storied place in the history of gifted and progressive education for younger students in Chicago and across the nation. Learning spaces brim with energy, project-based learning, and individual exploration. On the historic 11-acre campus, which is adjacent to a forest preserve, members of the Avery Coonley community thrive in a learning environment that allows for flexibility, creativity, and innovation.