

Oxbridge Academy Faculty Job Description - Librarian

We value...

- Teaching what is worth learning with expertise and agility.
- Fostering personal discovery through guided choice within a deep, broad, and custom curriculum.
- Cultivating multidimensional experiences that integrate the fine arts, athletics and the academic disciplines.
- Building an intentionally diverse and inclusive community grounded in a culture of kindness.
- Engaging in meaningful partnerships with our local community and beyond.

Summary/ Objective:

Oxbridge Academy, a non-profit, independent grade 6-12 school in West Palm Beach, Florida, seeks to hire a full-time, experienced Librarian. Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action and self-conduct. The Oxbridge faculty creates and manages a variety of learning environments and activities that provide opportunities for students to develop to their fullest potential and achieve their learning objectives.

At Oxbridge, the Librarian's job is to empower students to be critical thinkers, enthusiastic readers, skillful researchers and ethical users of information. In collaboration with classroom teachers, the librarian designs and implements lessons and units of instruction, as well as instills a love of learning in all students and ensures equitable access to information. The maintenance, organization and development of a resource collection for the students, faculty, staff and community is an integral part of any librarian position.

Tasks/Essential Functions:

- Maintain a record of new material requests, stay up to date with current book trends and awards, and assist the library director in the selection of new materials.
- Create digital content for library events and programming.
- Maintain and manage the textbook inventory across departments for grades 6 - 12.
- Coordinate with department heads regarding forecasted needs, current inventory, order status, and expected usage dates.
- Oversee the acquisition of new class books, and removal of old materials.
- Coordinate large checkout/return events for back-to-school/end-of-school and small-scale events for individual class needs.
- Adapt and differentiate teaching methods and instructional material to meet students varying needs, abilities, and interests.
- Demonstrate a willingness to collaborate within the department, school community, and greater community on multidisciplinary projects and initiatives.

- Maintain accurate and complete student records in the current student information system as required by law, policies, and administrative regulations.
- Observe students in a variety of educational environments and evaluate their academic performance, behavior, social development, and physical health.
- Establish and enforce rules for behavior, cultivating Oxbridge's core values of kindness, courtesy, integrity, respect, and compassion.
- Advise a group of students and keep parents and legal guardians informed about student's progress.
- Pursue relevant professional development to maintain expertise in subject matter, curriculum development, and teaching methods.
- Additional duties as assigned.

Qualifications:

- A master's degree in Library Science from a program accredited by the American Library Association (or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country).
- Preferred: Previous experience as an independent school librarian.
- Demonstrated ability to engage the interest of middle and high school age children.
- Ability to work well with students, parents, and all members of the Oxbridge community.
- Demonstrated ability to evaluate improved learning, habits, and measurements of achievement.
- Effective interpersonal and communication skills.
- Strong project management and organizational skills.
- Ability to maintain confidentiality and use sound judgment.
- Strong computer proficiency required, familiarity with applications such as LibGuides, Destiny, and/or OverDrive systems preferred.
- Ability to lift up to 25 pounds and stand for extended periods of time.
- At least three years of relevant experience.

Oxbridge Academy is a non-profit, independent grade 6-12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law. Please email your resume and cover letter to hr@oapb.org for consideration.