



## Part-time Librarian Job Description

[www.christinaseixacademy.org](http://www.christinaseixacademy.org)

(Remote Work Optional)

Christina Seix Academy, an independent Pre-K to 8th grade boarding school, is seeking an innovative and experienced Librarian for the 2023-2024 school year who can provide a compelling and diverse vision for our library, irrespective of their geographical location. Candidates from outside the local area who are passionate about our mission and able to travel to our campus once or twice a month are highly encouraged to apply. Our purpose is to empower extraordinary young people to grow "From Potential to Achievement" by addressing the systemic educational and other barriers that have historically held back children from marginalized communities.

At CSA, we value diversity in all its forms: gender identity, sexual orientation, age, religious beliefs, race, socio-economic status, and abilities - mental, physical, and emotional. We are looking for a Librarian who shares this value and is committed to expanding our network of authors and artists who can help make our library a global place of reflection, learning, and engagement. We believe that students are best served by learning about the world around them through diverse stories and perspectives.

The Librarian will report to the Senior Director of Academic Programs and work collaboratively with other instructional team members to create a nurturing and effective learning community. This role requires flexibility and adaptability, as much of the work can be completed remotely. However, the candidate must be able to visit the campus every 4-6 weeks and when an author event is scheduled. A stipend for travel and accommodation will be provided to those residing outside a 20-mile radius of the Academy.

When on campus, the Librarian will have the opportunity to directly interact and plan with faculty, supervise author visits, and leverage our state-of-the-art facilities. The Librarian will also be expected to organize resources digitally and collaborate with teachers through Zoom meetings.

### Qualifications:

- Bachelor's Degree from an American Library Association accredited program (or program recognized by the appropriate national body of another country) preferred, not required
- Library Media certificate preferred, not required
- Well versed in multicultural and diverse Children's and Young Adult literature

- Strong commitment to Intellectual Freedom and ensuring the accessibility of libraries to all
- 3-5 years experience preferred

### **Required Characteristics and Desired Traits:**

- "Can do" attitude;
- Collaborative: open-minded, excited to work with others, willing to listen with the intent to learn, and receptive to lending and receiving feedback;
- Willing to adapt to changes in programs and strategic decisions;
- High emotional and social intelligence;
- Excellent verbal and written communication skills;
- Highly professional in disposition, habits, and interpersonal skills;
- Highly organized and detail-oriented;
- Ability to handle multiple projects and dynamic priorities without missing a beat;
- A highly curious individual with a growth mindset;
- Social justice minded individual committed to making a difference;
- Sustained commitment to diversity, equity, inclusion and belonging

### **Job Responsibilities:**

The key responsibilities of this role include, but are not limited to:

- Leveraging digital tools, especially Zoom, to actively conference with faculty, parents, and students, fostering open communication and collaboration regardless of physical distance.
- Selecting, ordering, and maintaining a collection of print and non-print resources appropriate to the curriculum, students, and teaching and learning styles inherent within the school community.
- Using campus visits strategically to foster relationships, gain firsthand understanding of faculty and students' needs, and effectively plan library activities and resources.
- Actively promoting reading, information literacy skills, and information resource use through activities such as book clubs, reading programs, reading initiatives, and special events for students and families, both in-person and virtually.
- Creatively planning and supervising author visits, both in-person and virtually, to enrich our school community with diverse voices and perspectives. These visits are a cornerstone of our program and provide valuable learning experiences for our students.
- Training the Teachers and Supporting Staff, both in-person during campus visits and remotely via Zoom, to best organize and utilize the school library.
- Developing policies and procedures that ensure maximum accessibility, efficient operation, effective services, and facility use. This includes policies for physical and

electronic access, selection, acquisition, circulation, resource sharing, and materials challenges.

- Establishing annual measurable goals for the school library program that are aligned with the school's mission and objectives.
- Taking an active role in School Library improvement.
- Supporting a Program budget that adheres to CSA's library program goals.
- Supervising volunteers and student assistants.

### **Benefits**

- Competitive salary, based on experience
- Free meals (breakfast, lunch and dinner) when on campus
- Regular, in house professional development
- Additional professional development assistance

**Physical and Emotional Demands:** Work is active; it may require long periods of standing and walking, as well as occasional sitting, reaching at or above shoulder height, twisting, pushing/pulling and stooping/bending/lifting to perform activities with students and staff; must be able to work in an open-concept environment where noise and other activities may at times interfere with concentration. Must be able to alter plans/routines when unexpected, stressful situations and multiple interruptions occur without projecting stress/frustration that would adversely affect the work environment.

CSA, as a condition of employment, requires a comprehensive background check prior to hiring. CSA is a drug-free environment, and random drug-screenings may be required of all employees after hiring.

### **Equal Opportunity Employer**

Christina Seix Academy is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, sexual orientation, national or ethnic origin, veteran or handicapped status in its hiring policies.

### **Application Instructions:**

Interested individuals please send resumes, cover letters, educational philosophies and three professional references to Cari Welsh, the Director of People Operations and Talent Development, at [cwelsh@christinaseixacademy.org](mailto:cwelsh@christinaseixacademy.org) and Ivy Green Jones, Senior Director of Academic Programs, at [igjones@christinaseixacademy.org](mailto:igjones@christinaseixacademy.org). For more information about Christina Seix Academy, you are encouraged to visit our website at [www.christinaseixacademy.org](http://www.christinaseixacademy.org).