



<b>Position Title:</b>	Library Assistant/ Building Assistant Teacher
<b>Position Status:</b>	Full-time
<b>FLSA Classification:</b>	Exempt
<b>Reports To:</b>	Head of Lower School

### **Position Purpose:**

A Lower School Library Assistant/Building Substitute supports the Head of Lower School, faculty, and students to ensure that we are living our mission and values on a daily basis through the following:

### **Essential Functions:**

#### I. Library Assistant

- Processes books: includes cataloging new books, printing labels, covering books, updating & correcting catalog details, repairing damaged books.
- Scans and shelves returned books.
- Supports library classes: makes copies, gathers supplies, assists students, helps with checkout
- Performs inventory.
- Completes other occasional tasks such as displaying student work, gathering books for student or faculty use, refreshing library decorations.

#### II. Building Assistant

- Assists with student activities in various classrooms and grade levels at the discretion of the Lower School Head.
- Assumes the role of substitute teacher, as needed, to deliver high quality instruction and curriculum in the absence of the assigned teacher.
- Supports rules of conduct and creates a warm and welcoming learning environment.
- Maintains order in the classroom and throughout common areas of the campus, including the playground.
- Builds and maintains collaborative working relationships with colleagues and administration.
- Contributes positively to the culture of the division.
- Demonstrates a commitment to professional growth.

#### III. Any Other Duties Assigned by Head of Lower School.

### **Qualifications:**

- At minimum, a bachelor's degree in education, early childhood education, or the equivalent.
- At least two years of experience working with young children.
- Excellent communication, both oral and written.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Ability to provide a supportive and caring environment for children.
- Ability to exercise control and maintain classroom discipline.
- Proficient with GSuite.

### **Physical Requirements and Work Environment**

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Able to move around a classroom and other school environments.

### **Application Procedure**

Interested candidates, please **e-mail** a cover letter, resume, statement of education philosophy, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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