Librarian, 2026-27

At Flintridge Preparatory School, we believe middle and high school should be a time of healthy, joyful growth. That's why we approach every experience and relationship with curiosity and wonder. Here students, staff, and faculty have the space to push to new heights and the support to navigate life's challenges—because when we truly connect with ourselves and others, we learn to lead with sensitivity and integrity, which is the best prep possible for the road ahead.

Mission

Learning with purpose in a diverse and nurturing community, Flintridge Prep students thrive in adolescence and grow as curious scholars, creative thinkers, empathetic leaders, and global citizens.

Vision

Lead with curiosity, compassion, and courage to transform our world.

The Opportunity

This is a full-time position that reports to the head librarian, beginning in November 2026. The ideal candidate will delight in being part of a community that appreciates an array of vibrant ideas and viewpoints and wants to nurture and celebrate students through adolescence. This entry-level position is perfect for someone relatively new to education who is looking to grow or move up into a librarian role. The librarian is a key member of the library team who is responsible for coordinating the day-to-day transactional tasks in the library. The person in this role loves reading, is meticulous, enjoys engaging with students, and is oriented towards superb service.

Primary Duties

Primary duties and expectations will consist of but are not limited to the following:

Igniting Student Inquiry and Curiosity

- Be proactive and welcoming by regularly circulating throughout the library space to connect and talk with students. This involves standing more than sitting, being out and about constantly.
- Be flexible and ready to take on all particular tasks that arise, even if not listed on this job description, especially as they relate to the thriving of the library.
- Give proactive support to the Head Librarian and to the school by noticing needs as they occur and volunteering to fill them
- Assist with the implementation of library goals and programs, at the directive of the Head Librarian.

Library Circulation, Maintenance, Space & Displays

- Process and repair books, as needed.
- Assist with circulation, returns, and overdue notices, including checking books in and out.
- Assist in creation of promotional materials and library displays.
- Shelve and shelf-read library materials.
- Maintain supplies.
- Troubleshoot printers and copiers, as needed.
- Implement library policies and procedures.
- Support and supervise students.
- Maintain a shared library calendar across existing software programs, including space reservations, schoolwide events, classroom visits, etc.
- Help with inventory under guidance of the Head Librarian.
- Back up the Assistant Head Librarian and provide support as needed for all tasks.
- Assist with library activities and day-to-day library operations.
- Under guidance from the Head Librarian, respond to student, faculty, and staff requests and needs.

Collaboration with Students, Faculty, Staff, and Parents/Guardians

- Attend and oversee events held in the library when appropriate.
- Greet, help, and train library volunteers, as needed.
- Be flexible and willing to adjust shift start and end times, as needed.
- Supervise student testing when necessary.
- Attend faculty-staff meetings and outdoor education trips, as appropriate.
- Uphold policies on appropriate student behavior (noise level, trash, device use policy, food, etc.).
- Provide classroom support as a substitute for classes when needed.

Desired Qualifications

- Has experience working with and a deep appreciation of adolescents
- Dynamic interpersonal skills with the ability to engage and collaborate with colleagues and students
- Active and genuine listener
- High energy and enthusiasm to authentically promote Flintridge Prep and serve as its ambassador to the community
- Bachelor's Degree, MLS preferred.
- Library experience preferred
- Follett Destiny experience preferred
- Is proficient in Microsoft Office, Google Suite, Microsoft Outlook, data entry, and other standard office and library technology, and database products
- Has demonstrated commitment to the ideals and work of diversity, equity, inclusion, belonging, and community
- Brings a flexible, innovative, can-do, proactive, positive approach to library work while promoting a warm and friendly environment
- Excellent time management, organization, and prioritization
- Detail oriented, demonstrating accuracy and thoroughness
- Flexible and willing to work evenings and/or weekends as needed
- Ability to lift, carry, push, or pull up to 25 lbs.
- Ability to sit, stand, and walk around for an extended period of time

- Valid California Driver's License

TO APPLY

Candidates are invited to email a letter of interest and resume to:

Sarah Cooper
Associate Head of School
scooper@flintridgeprep.org

Applicants will be considered for positions without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin, or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation, and related medical conditions), gender (including gender identity and expression), parental status, age (forty [40] and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status, or any other consideration protected by federal, state, or local law.

The anticipated salary range for this position is $60,000 to $65,000 based on one to five years of experience in education or a library setting.

Please visit flintridgeprep.org/about-us/employment for more information about working at Flintridge Prep.