Library Assistant

Job Summary
The Library Assistant is responsible for all aspects of library programs and facilities and seeks to ensure that the library's academic and technology resources complement, enhance, and extend the school's educational program. The Library Assistant collaborates closely with the division leads and the faculty. This position reports to the Director of Education.

Qualifications

- Bachelor's degree in education, library science, or related field required
- Master's degree preferred

Essential Duties and Responsibilities
The Library Assistant will:

- Ensure that the library's academic and technical resources advance the school's educational program.
- Collaborate with classroom teachers in the curriculum design process.

- Develop, acquire, and maintain a collection of resources appropriate to the curriculum, the students, the instructional strategies of the school's faculty, and the school's mission.
- Maintain an attractive, dynamic, current, and well-stocked library conducive to reading, studying, and research.
- Select, process, and make readily available a variety of resources, including print, digital, and multimedia.
- Maintain a circulation system that ensures the prompt return of materials and their ready availability to other borrowers.

- Provide bibliographic and reference services for teachers and students.
- Provide instruction for students in the use of library resources.

- Participate in the training and supervision of library volunteers.
- Network with local Literacy and/or Library Media Specialists, maintain active memberships in professional associations, and promote the school in the wider community.

- Communicate effectively with all school stakeholders.
- Support the school and its mission.
- Perform other duties as assigned by and in support of the Head of School.

This position will require a background screening through the Florida Background Screening Clearinghouse. For details visit the Care Provider Background Screening Clearinghouse Education and Awareness website at https://info.flclearinghouse.com/