Early Childhood and Elementary Interim Librarian

JOB SUMMARY:
Kingsley Montessori School is searching for an innovative interim school librarian who is eager to be challenged. We seek a talented, energetic, and charismatic educator who is passionate about working with children, from Toddler through Sixth Grade, and their teachers. Our interim school librarian will be asked to provide vision, leadership, and management of Kingsley’s library program. This individual will work closely with the Chief Academic Officer, the Education Directors, and faculty to align the library program with the mission of the school and the school’s pedagogy.

ABOUT US:
Located in the heart of Boston’s Back Bay, Kingsley is a premier, independent day school guided by a unique blend of Montessori philosophy and innovative programming. Kingsley offers a Montessori education tailored to the talents, curiosity, and growth of each student. Our progressive, inquiry based programs cultivate students’ social and academic development, and prepare them to advance successfully to top public and private middle schools. Our core values of knowing every child during their Foundational Decade of Learning and partnering with parents propel students to reach their potential.

The Librarian is a member of the faculty and reports to the Chief Academic Officer and the three Education Directors. The position includes the following responsibilities:

QUALIFICATIONS:
- BA/BS degree required and an MS in Library and Information Sciences is preferred
- Minimum of three years experience overseeing a school library program
- Understanding multi-age learning environments
- Understanding of and commitment to Montessori philosophy; Montessori credentials earned from American Montessori Society (AMS) or Association Montessori Internationale (AMI) is not required, but would be a plus

Teaching and Curriculum Responsibilities:
- Promote literacy, a love of reading, and an understanding of digital citizenship.
- Pursue knowledge of current educational theory and practice as it pertains to an early childhood, and elementary school library program
- Work collaboratively with faculty to enhance curriculum and community
- Assist students with book selection, creating effective reference questions, and developing research skills
- Participating in parent teacher conferences once per school year
- Communicate goals of Kingsley’s library program to our families and enlist their help in promoting literacy, good reading habits and a lifelong love of reading
- Conduct academic classes for all grades. Classes may include teaching research and information literacy skills, conducting book talks, and co-teaching other activities that have been planned with teachers
- Instruct students, staff, and faculty in the use of online resources, including the library catalog, electronic resources, and internet research
- Prepare resource lists for faculty and students, and pull resources to support specific units.
- Protect users’ access and confidentiality
Program Administration:
- Ensure that Kingsley’s collection is well-maintained and current through evaluation and selection of print, non-print, and electronic sources; and that proper cataloging, circulation, and shelving procedures are followed
- Oversee the selection of materials based on curricular needs, reviews, areas of high need, and requests from faculty and students, while assuring that diversity is reflected in the library collection
- Maintain the Library class pages, and the Library resource board on Kingsley’s website, to organize and provide access to web-based library and other resources
- Organize and supervise Kingsley’s Book Fair and parent volunteers for this event
- Manage the library budget and set long-term goals regarding program and budget
- Represent Kingsley and attend local meetings of outside library associations, such as the Greater Boston Cooperative Library Association (CLA) and the Elementary Independent School Librarians Association (EISLA), and/or serve on reading list or other committees as interest and time allow
- Promote compliance with copyright law

BENEFITS:
- Competitive, independent school salaries
- Matching 403b plan
- Extensive, professional development opportunities
- Qualified transportation program
- Partial tuition reimbursement for eligible employees seeking Montessori Certifications

TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION* BY EMAIL:
- A cover letter describing your interest in the position with overview of your background and experience with children and library education (if not Montessori trained, then a rationale for why a desire to join Montessori)
- A current resume
- An educational statement

APPLICATIONS SHOULD BE SENT TO:
Karen Diamond, Assistant to the Head of School—working@kingsley.org

*electronic file names must be in the following format:
FirstName LastName Cover Letter Year
FirstName LastName Resume Year
FirstName LastName Educational Statement