

Reporting to:

Greta Kwedar - Principal, Upper Elementary
Daniela Rubio - Principal, Lower Elementary School

Position Description:

A strong focus on literacy is a central part of Austin Achieve's mission, "All Scholars, College Ready." The Austin Achieve Elementary School library will be a student-centered literary hub that fosters a lifelong love of learning and reading, critical thinking and problem-solving skills, and collaboration between scholars and staff. The Elementary School Librarian will manage the library's collection, collaborate with teachers to reinforce curriculum, and ensure the library meets the diverse and changing needs of all scholars and staff.

Primary Responsibilities:

Short Term Responsibilities (school years 2019-2020 & possibly 2020-2021)

- The Librarian will have a part-time caseload of below grade level students to provide small group reading intervention to. This caseload will be coordinated and supported by the Dean of Reading Intervention.

Long Term Responsibilities

- Establishing, maintaining, and updating an automated library catalog and organizing the collection using a genre-based system
- Developing a scheduling policy which provides open and flexible access for all scholars
- Creating and enforcing procedures for selection, acquisition, and circulation of materials
- Fostering a creative, flexible, and welcoming environment to make the library a central part of the school
- Empowering students to be lifelong readers, critical thinkers, and skilled researchers who use information ethically and responsibly
- Providing appropriate access to digital, visual, print, and technological resources
- Collaborating with teachers to plan and implement instructional units, integrating classroom curriculum with library resources
- Participating in school meetings, professional development activities, and other school activities as necessary
- Staying ahead of the curve in professional best practices and educational research
- Establishing and maintaining a vibrant and robust school library program
- Planning Author Visits
- Teaching through the use of read alouds
- Scheduling library times
- Communicating professionally with peers, supervisors, parents, and scholars
- Performing other duties as assigned

Qualifications:

- A Master's Degree in Library and Information Science from an American Library Association-accredited institution
- Experience in elementary school library management

Statement of Non-Discrimination:

In keeping with our beliefs and goals, no employee or applicant will face discrimination/ harassment based on race, color, ancestry, national origin, religion, age, gender, marital/ domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- Enthusiasm for collaborating with teachers to ensure a high-quality education for all scholars
- Extensive knowledge of culturally-responsive children's literature
- Experience working with children of varied learning styles and literary enthusiasms
- A sense of humor and love for children
- Flexible and skilled at multitasking
- Strong in organization skills

How to Apply:

Please submit applications as soon as possible to campusleadership@austinachieve.org. Additional questions about the position can be directed to Lower Elementary School Principal, Greta Kwedar at gkwedar@austinachieve.org.

APPLICATION HIRING PROCESS:

Step 1: Submit Application –

Applications should include the information listed below. Applicants are encouraged to apply as early as possible. All applications should be sent to Greta Kwedar, at gkwedar@austinachieve.org and Daniela Rubio, at drubio@austinachieve.org.

Complete applications include:

- Resume
- Two professional references from people who have supervised you in a school setting /social work context.
- Cover Letter – Please discuss a) Why you are interested in being the Teacher Librarian at Austin Achieve Elementary School? b) What specific related skills and experience you will bring to our team?

Step 2: Activity and Interview Preparation –

Selected candidates will be invited to visit campus and perform a job-related activity and conduct a formal interview on campus.

INTERVIEW SCHEDULE:

Activity
1. Campus tour with campus leadership team
2. Classroom observations with campus leadership team
3. Model Teach - Candidate will teach a 30 minute lesson to a group of 6th grade scholars
4. Formal interview with campus leadership team

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