

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 Intern will use her/his University studies to help support the management of the library's collection and processes.

Primary Focus and Support Areas:

- 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
- Establishing and maintaining a vibrant and robust school library program
- Author Visits
- Teaching through the use of read alouds
- Communicating professionally with peers, supervisors, parents, and scholars
- Performing other duties as assigned

Qualifications:

- Current pursuit of a Master's Degree in Library and Information Science from an American Library Association-accredited institution
- Experience in elementary school library management
- Knowledge of culturally-responsive children's literature
- A sense of humor and love for children
- Flexible and skilled at multitasking
- Strong in organization skills

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.

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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