



FRIENDS' CENTRAL SCHOOL

Lower School Librarian

Friends' Central School, an independent, Quaker day school founded in 1845 and serving around 800 students in Nursery through grade 12, seeks a Librarian for the Lower School (Nursery through grade 5). The Lower School Librarian will be part of a collaborative library department that supports the curriculum, the community, and the mission of the School. The Librarian will work with others to nurture a community and a program that fosters, among other things, intellectual curiosity and a lifelong love of reading and learning. This part-time, ten-month position reports to the Lower School Principal and Director of Libraries.

The ideal candidate will be warm, nurturing, creative, adaptable, and possess both a keen sense of humor and a clear vision of the Library as the heart of the School. This person will love working with and learning alongside preschool and elementary-aged children, have a broad understanding of children's literature and information sources, and model lifelong learning for students and colleagues. They will have experience planning and implementing an enriching library and research skills curriculum.

Essential functions include:

- Shared responsibility for planning and teaching weekly scheduled lessons on library and information literacy skills for grades 3-5 on topics such as research, literature appreciation, and safe, responsible, and ethical use of the Internet and information in all forms
- Planning and executing flexibly scheduled lessons in support of research projects, as determined by curricular needs and as needed by teachers
- Guiding and instructing all students on choosing reading materials that are appropriate to their age, interest, and reading level
- Maintaining and developing a print and digital collection that is balanced, comprehensive, diverse, and responsive to the needs of students and the school community, guided by the Lower School Library Selection Policy and budget
- Coordinating with the Home and School Association leadership and parent volunteers on Book Fair and author visits
- Participating in the life of Friends' Central School, including co-curricular activities in the Lower School and attending Lower School Faculty Meetings as needed
- Duties as assigned by the Lower School Principal and/or by the School

Qualifications

- MLIS, MLS, or equivalent from an ALA-accredited program required

- An understanding of the developmental needs of children ages 3-11
- Experience in a Lower School Library
- Demonstrated knowledge of current research around teaching and learning

Interested candidates should send a resume, cover letter, and three references to careers@friendscentral.org.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community, who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).