



Librarian

Charles Armstrong School serves high potential students with language-based learning differences, such as dyslexia, empowering them to thrive as learners in school and life. Our faculty, staff, board and community are dedicated to our mission and the values of Charles Armstrong School.

Currently Charles Armstrong School is looking for a part time or full time Librarian.

Position Overview

Charles Armstrong School serves students in grades 2-8 with language-based learning difference such as dyslexia, with the core shared vision that all students can learn, all students learn differently, and all students must learn to use their minds well. The Librarian works with students, teachers, and the parent community to build and maintain a vibrant, accessible collection in support of both independent reading and classroom curriculum, and provides information literacy and research skill instruction across all disciplines and grade levels.

Primary Responsibilities:

- Build and maintain a current collection of print and online resources, including picture books, early readers, graphic novels, fiction, nonfiction, and hi-lo titles, as well as eBook and research databases particularly suited to the learning needs of an LD population to promote independent reading and in support of classroom curriculum
- Create a welcoming, safe, and supportive library environment reflecting and affirming the unique and diverse interests and experiences of all students
- Manage library circulation; provide all cataloging and processing of new materials using Library World ILS
- Plan and implement weekly library classes (grades 2-5) incorporating information literacy skills and reading appreciation/ read-aloud
- Provide as-needed library orientations and information literacy instruction for middle school classes (grades 6-8), including effective and ethical use of print resources and online databases, web navigation, search, evaluation and citation
- Work closely with students, teachers, and parents to recommend “just right” books that meet each child’s interests and abilities
- Collaborate with classroom teachers and the Technology Integration Specialist to support creation and implementation of curriculum and research projects
- Maintain library website, including library catalog and any on line database
- Create and maintain reading lists and resource guides including Summer reading
- Plan annual book fair and author visits
- Develop and manage a budget for the library including expected purchases and maintenance
- Supervise parent volunteers

**Education, Certifications, and Work Related Experience:
Required**

- MLS/MLIS
- Experience with school library management and student instruction
- Deep knowledge and love of children's and young adult literature
- Experience and comfort with integrating and teaching educational technology

Preferred

- Experience with children with Language Based Learning Differences
- Experience providing library services to the LD community
- Experience with Apple iPad features and apps (1:1 iPad model), including Apple Teacher Certification
- Knowledge of the Responsive Classroom model
- Experience with Destiny Library Management System

Charles Armstrong School offers:

- Competitive salaries commensurate with experience
- Attractive medical, dental and vision package, 403b plan
- Tuition reimbursement
- Team-teaching model
- Instructional coaches
- Professional development program
- Collaborative teaching environment with seasoned professionals

Direct resumes and cover letter to Jessica R Miller
Head of School
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(650) 592-7570

Charles Armstrong School
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Charles Armstrong School is the premier school for children with dyslexia and learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 250 students in grades 1-8. Charles Armstrong School is an Equal Opportunity Employer.

