

PENINSULA SCHOOL

Librarian

Full Time Position

Great opportunity for a librarian committed to progressive education ideals, diversity, and social justice. Peninsula School, one of the oldest and most unique progressive day schools in California, is renowned as a place where students love to come to school each day and where academics, the arts and student choices are all equally valued. Founded in 1925, Peninsula has 252 children 3-14 years of age. Our supportive and welcoming administrative staff invites enthusiastic and dedicated applicants to join our teaching staff in inspiring children to love reading and learning.

Primary duties and responsibilities

The **Librarian** is responsible for implementing all aspects of the library program, enriching the children's literary experience with a diverse selection of reading sources and materials, collaborating with classroom teachers, and providing additional teaching necessary to effectively carry out the program. The Library is a critical component of each child's experience at Peninsula School.

Library Program

- Implement the library program which includes: extensive reading out loud, assisting children to choose developmentally appropriate books, providing research materials and support for special student projects, teaching basic library skills including the Dewey Decimal System
- Participate in Upper School "Choice" program teaching academic and non-academic subjects

Library Collection:

Maintenance and management of library collection (purchasing new books, processing and entering data in collections catalog, repairing books, culling collection)

General:

- Create and maintain a welcoming, safe, equitable and respectful learning environment that honors and values the diversity of the student population
- Assist children with improving interpersonal relationships and solving conflicts or issues with other children
- Carry out the philosophy of the school, including fostering a love of learning, promoting the child's independence, and demonstrating a respect for the children.
- Clearly articulate program and developmental goals
- Ensure the safety and well-being of the children
- Attend staff meetings, in-service meetings, and other meetings as appropriate and required, according to individual library needs
- Contribute constructively to staff collaboration and consensus building.
- Depending upon the needs of the school, duties may also include attending parent-teacher conferences and/or class parent meeting
- Remain current on educational research, topics and progressive practices relevant to early childhood education

Qualifications: An interest in children and progressive education; previous teaching and library experience in N-8th grade environment; ability to support and build a collection for a diverse

population of readers; ability to communicate well and forge cooperative relationships; ability to work independently; an understanding of child development; a degree in library science is preferred but not required. A background check, including fingerprinting, and proof of ability to work in the U.S. are required for the position. A valid California driver's license is preferred.

To Apply: Peninsula School is an equal opportunity employer and we actively promote the principles and practices of diversity throughout the school community. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship. We encourage people of under-represented groups to apply (<http://www.peninsulaschool.org/equity-and-inclusion.html>). Please send cover letter and resume, in MS word or PDF format, to misha.m@peninsulaschool.org or fax to (650) 325-1313.