PART-TIME INFORMATION LITERACY SPECIALIST & MIDDLE SCHOOL LIBRARIAN

St. Michael’s Episcopal School, Richmond’s oldest independent school south of the James River, seeks a qualified part-time Information Literacy Specialist and Middle School Librarian, reporting to the Lower School Librarian. This position is for 15 hours per week for 44 weeks, beginning August 18.

Responsibilities:
• Work with MS faculty and students, utilizing knowledge of the middle school (MS) curriculum and International Baccalaureate standards, to integrate information literacy strands into authentic and interdisciplinary classwork.
• Use an understanding of copyright, fair use, and licensing of intellectual property, to support the MS Dean of Students in fostering safe and ethical student use of information.
• Provide the expertise necessary to ensure the MS library, its print collection, its online resources and recommended resources are aligned with the mission of the school, culturally diverse, and remain an integral component of the instructional program.
• Create and maintain a vibrant library culture that inspires a lifelong love of reading, independent/self-directed learning, and critical thinking.
• Establish and oversee daily procedures for the MS library including circulation of all resources.
• Supervise student and parent volunteers in the MS library.
• Proctor 8th grade study hall Monday thru Thursday from 2 p.m. to 3 p.m. in the MS library.
• Attend after school meetings on every Tuesday for the MS and full faculty meetings on Wednesdays as called by the Head of School.

The successful candidate will have:
• a bachelor’s degree, and
• experience in a K-8 environment and/or working with students aged 5-14, and
• an appreciation for and understanding of how young people learn today and will tomorrow.

The ideal candidate will have:
• a teaching credential, and/or
• experience as a school librarian, and/or
• an advanced degree in education, library science, or educational technology.

St. Michael’s seeks to provide children with superior academic instruction in an environment that acknowledges and develops Christian values. St. Michael’s is a K-8 co-educational community small enough (approx. 375 students and faculty of 35) for adults and children to know one another, but large enough to provide exciting opportunities in the arts, sports, clubs and robotics. The Lower School (K-5), which serves approximately 250 students, is located on the fourteen-acre Bon Air Campus. The Middle School (6-8), which serves approximately 125 students, is located on the nearby thirty-acre W.E. and Dale Harman Singleton Campus. St. Michael’s is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael’s values diversity as an important element of serving our mission and thus does not discriminate on the basis of race, ethnicity, national origin, gender, sexual-orientation or disabled status.

Interested candidates should forward a cover letter, resume, and philosophy of education to Anne Bridgforth at abridgforth@stmschool.net.