



## **Upper School Part-Time Assistant Librarian**

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a part-time Upper School Assistant Librarian with responsibilities to begin this fall, as soon as position is filled.

**Qualifications** (preferred candidates will possess the following qualifications):

- ALA-accredited master's degree in library or information sciences preferred
- 3+ years experience working in an academic or public library
- Knowledge of all types of information resources
- Ability to manage and develop both print and digital collections
- Knowledge of both young adult and adult literature
- A commitment to lifelong learning and professional development
- Passion for reading, creative and educational technologies, and research
- Enthusiasm, flexibility and a positive sense of humor
- Strong technology skills
- Demonstrated ability to communicate with diverse populations

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

- Overall day-to-day management of the library program and facilities, including collection management, circulation, cataloging, and other departmental policies and procedures
- Promote the library as a space for community innovation and experiential learning
- Foster an environment that is conducive to reading, studying, researching and collaborating
- Support students to be critical thinkers and problem solvers, enthusiastic readers, skillful researchers and ethical users of information
- Acquire resources and supplemental materials that support upper school curriculum and the enrichment of the intellectual life of the school



## Columbus Academy

4300 Cherry Bottom Road  
P.O. Box 30745  
Gahanna, Ohio 43230

Phone 614 475 2311  
Fax 614 475 9396  
columbusacademy.org

### **Position Expectations** (continued):

- Collaborate with faculty to design and provide instruction and resources for class projects, information literacy and research methods
- Evaluate, promote and provide instruction in various areas of technology
- Collaborate with the lower school and middle school librarians to design the schoolwide library curriculum
- Maintain active memberships in professional associations
- Hold students accountable for the school's standards of behavior
- Work with others in the school community to support each student's emotional well-being

### **Physical Conditions** (candidates must be able to manage the following conditions):

- Classroom environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals, carry objects (no more than 40 pounds), etc.
- A non-smoking campus

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or [headofschool@columbusacademy.org](mailto:headofschool@columbusacademy.org).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.