



# Columbus Academy

## Lower School Associate 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 diversity, equity, inclusion and belonging, and to help students reach their full potential.

**The Position:** Columbus Academy seeks a part-time (30 hours per week) Lower School Associate Librarian with responsibilities to begin in the 2023-24 school year.

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

- ALA-accredited master's degree in library or information sciences preferred
- Experience working with early childhood students (ages 3-6)
- 3+ years experience working in a school or public library
- Knowledge of all types of information resources
- Ability to manage and develop both print and digital collections
- Knowledge of stages of literacy development in children
- Knowledge of children's literature
- A commitment to lifelong learning and professional development
- Enthusiasm, flexibility and a positive sense of humor
- Effective oral and written communication skills

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

- Conduct storytime programs for students
- Provide information literacy skills instruction to students
- Collaborate with faculty to provide instruction and resources for class projects
- Provide reference services and reader's advisory for students and staff
- Overall day-to-day management of the library program and facilities
- Manage a collection of both digital and print materials
- Evaluate, promote and provide instruction in various areas of technology
- Maintain active memberships in professional associations
- Collaborate with librarians from other divisions to design the schoolwide library curriculum
- 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):

- Library/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 apply online at [columbusacademy.org/apply](http://columbusacademy.org/apply).

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. 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.