

Head Librarian

The Archer School for Girls is seeking a full-time Head Librarian to start in August 2023. Our forward-facing Library program is the hub of our diverse community and dynamic program, empowering students (and their teachers) with digital literacies and access to the highest quality resources, instruction, and support.

Archer is an educational community that supports and challenges young women to discover their passions and realize their true potential. Serving 500 girls in grades 6-12, Archer's joyful and ambitious program is founded on the latest research around how girls learn and thrive. Central to its mission, Archer remains passionately committed to cultivating a diverse and inclusive community where all students and adults can thrive personally, professionally, and academically.

Essential Duties and Responsibilities

Education and Outreach

- Plans cooperatively with teachers to incorporate information and print resources into classroom curriculum
- Collaborates with the Innovative Learning Coordinator to provide Digital Literacy lessons and ongoing education around Media/Digital Literacy
- Informs teachers, students and administrators of new materials, equipment and services that meet their information needs
- Provides opportunities for faculty to request materials for purchase, which support curriculum and learning
- Participates in grade level, department and school curriculum development
- Maintains a current awareness of young adult literature and services, as well as professional trends, methods and ethics
- Models the effective and enthusiastic use of books, videos, multimedia, and other creative expressions of information as sources of knowledge, pleasure, and information
- Attends and participates in professional activities, conferences and committees
- Maintains relationships with ISLE-GAP member libraries and oversees all inter-library loan transactions
- Promotes relationships with external information sources, such as public libraries and university libraries

Programs and Access

- Plans and coordinates library services and programs, including the implementation of programs which encourage use of the library facilities and materials
- Designs, develops, and implements programs that encourage reading for enjoyment and for information
- Oversees library calendar and coordinates all library reservations with faculty and staff
- Prepares usage statistics regarding the utilization of library instructional materials
- Implements and interprets library policies and procedures for students and staff
- Trains and supervises volunteers
- Oversees library equipment loans

Resources and Learning Environment

- Works with students and faculty to help them use the library and its resources, including obtaining access to information
- Selects and maintains a collection that is diverse in format and content to support the learning needs of students
- Participates in short-term and long-range planning for the department, including budget development and management
- Oversees the school archive and contributes to the collection and preservation of the School's historical artifacts
- Performs circulation desk duties, readers advisory, and reference services
- Maintains a library environment that is attractive, inviting and conducive to learning
- Develops promotional events and displays for the library
- Monitors and maintains responsible student behavior in the library
- Promotes the principles of intellectual freedom by providing services and resources that create and sustain an atmosphere of free inquiry and by serving as an active advocate for intellectual freedom within the school
- Models ethical and responsible use of information and information technology
- Demonstrates a commitment to the principles of the library profession regarding confidentiality, the rights of users, and other intellectual property concerns
- Keeps the materials in good condition, repairing and replacing individual items as needed
- Inventories the collection on a yearly basis

Other responsibilities and opportunities

- Supervise and support Archer's Assistant Librarian
- Serve as a mentor to 8-11 student mentees
- Attend and contribute to ongoing, internal professional development
- Partner with information services (located in the library) to support student's appropriate and effective use of technology
- Support FLXblock programming
- Maintain the Library Site on Archer's website

Key Skills and Values

- interest in and passion for working with young people
- collaborative and generative
- curious and flexible in navigating the changing landscape of future-focused education
- belief in the value and importance of cultivating future female leaders
- detail oriented with an ability to appreciate the big picture
- optimistic in the face of challenge with a healthy sense of humor
- appreciation for the joy and ambition of Archer's culture

Qualifications

- Master's degree in Library Science or related field from a program accredited by the American Library Association
- Minimum of 2-3 years of professional experience as a Librarian preferred
- Successful experience working with young people in a related capacity
- Demonstrated commitment to diversity, equity, and inclusion

Our ideal candidate is eager to invest their talents in our inclusive, joyful, and dynamic learning community.

Salary Range: \$88,000 - \$113,000

To apply please visit: www.archer.org/careers.

No phone calls, please. More information on Archer can be found at www.archer.org. The Archer School for Girls is an Equal Opportunity Employer.