



SAINT ANN'S SCHOOL

Librarian Position

THE POSITION

Saint Ann's School, an independent, co-educational school located in Brooklyn Heights, N.Y., seeks an energetic individual to join the Annie Bosworth Library team. The libraries at Saint Ann's strive to provide student-friendly learning environments and inclusive collections. Specifically, the Annie Bosworth Library collection includes over 29,000 titles, numerous databases and serves 720 students in grades 4-12. The position is full-time. Work hours may vary and will include some evenings for parents' nights and school events.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school. With a faculty and staff numbering more than 300, and 1090 students, and occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts. Our accomplished teachers bring to the classroom experience as published authors and scholars, working artists, composers, performers and filmmakers.



RESPONSIBILITIES

- Assisting with the daily operations of the library (includes cataloging, shelving, and circulation)
- Working in partnership with the library team on vision, collection development and programming
- Supervising library spaces in order to maintain an atmosphere conducive to study and research
- Teaching fourth and fifth grade library classes and writing anecdotal reports for fifth grade students twice a year
- Teaching bibliographic instruction to middle and high school classes and individuals (including faculty) requesting research assistance
- Participation in books groups and reading programs hosted by the library (eg. Mock Newbery Committee; middle, high school, and faculty book groups)
- Readers' advisory
- Working in partnership with the library team to create suggested summer reading lists and effective book promotion strategies

PERSONAL AND PROFESSIONAL REQUIREMENTS

- MLS or MLS in progress or equivalent experience
- Love of reading and books
- Extensive knowledge of and enthusiasm for children's and young adult literature
- Appreciation of children in their myriad manifestations
- Understanding of the particular needs of middle and high school students
- Demonstrated experience and passion for educating children through an inclusive lens
- Computer proficiency (includes the ability to use databases for research, troubleshoot computer and printing problems for patrons, and ability to learn and use a variety of library-related online platforms)
- Strong interpersonal skills
- Strong writing skills
- Flexibility, positivity, and a sense of humor



COMPENSATION

Competitive compensation and benefits package commensurate with experience

TO APPLY

A cover letter and resume should be emailed to libraryjob@saintannsny.org Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply.

NOTICE OF NONDISCRIMINATORY POLICY

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.