



7300 River Road, Bethesda Maryland 20817

p: 301.365.4355 *f:* 301.469.8611 www.theprimarydayschool.org

The Primary Day School
Librarian
Part time, salaried 10 month position
Anticipated Start Date: August 2017

About The Primary Day School:

Founded in 1944, The Primary Day School in Bethesda, Maryland, is a co-educational school serving students in grades Pre-Kindergarten through Second Grade. We are the only school in the area that focuses exclusively on children in this unique age group, and we do so for a very important reason. These are the most crucial learning years in children's lives, a time when they are bursting with potential, ready for quantum leaps of development. At Primary Day, everything we do focuses on helping young children flourish—as learners and as people—during this vitally important time of life. The Primary Day School was founded as a demonstration school for the Phonovisual Method, a unique, phonics-based approach to teaching reading and language arts that remains vital to each student's educational journey today. To learn more about our school and its community, curriculum and traditions please visit www.theprimarydayschool.org.

Position Summary:

The person in the position of Librarian serves as an instructional partner with faculty and staff to strengthen our Literature, Language Arts, and Technology programs. The successful candidate will have a demonstrated knowledge of Library Science, a passion for maintaining our library, and teaching students about literature. The ideal candidate will have some knowledge of educational technology and is required to have skills in managing online circulation and cataloging systems.

Educator Responsibilities

- Generate in students an interest in reading and foster a life-long love of reading by creating a literature-rich, engaging and welcoming atmosphere in the library
- Guide students to select books appropriate to their reading and interest level and challenge students to read outside their interest areas
- Provide group and individual instruction in information literacy skills, research strategies, and use of resources and equipment
- Collaborate with teachers and students to design and teach engaging inquiry and learning experiences that incorporate multiple literacies and foster critical thinking
- Work with the Head of School to ensure the use of technology is curriculum driven, age-appropriate, and consistent with best practices
- Develop and maintain a collection of resources appropriate to the school's mission, curriculum, the students, the families, and the instructional strategies of the school's faculty
- Ensure that library program goals and objectives are aligned with school's long-range strategic plans

- Participate in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- Develop resources for faculty, aligning technology resources with grade-level curriculum and technology standards
- Select, purchase, and process new materials to assure a current and balanced collection representing diverse points of view in accordance with the school's materials selection policy
- Order, catalog, and process all materials and supplies, including those purchase through operating budget, capital budget, and special funds
- Inventory all materials regularly; with an annual comprehensive inventory
- Maintain circulation and collection records, providing regular reports as needed
- Plan and incorporate occasional visits from children's book authors, other children's librarians, storytellers, or other interesting persons
- Oversee the school's annual Book Fair, a community event, with the help of parent volunteers
- Train, monitor, and schedule library volunteers
- Remain current in professional practices and developments, information technologies, and educational research applicable to school library programs

Additional Responsibilities

- Assess children's progress through observation and evaluation of work.
- Communicate regularly with parents through conferences and as needed.
- Attendance at all school/staff meetings and in-service workshops
- Attendance at all school events: Back to School Night, Admission Events, Book Fair, and Gala Children's Event
- Attend CPR and AED classes and First Aid Classes for certification
- Other duties as assigned

Required Qualifications:

BA required, ALA accredited MLS strongly preferred. Experience working with young children and familiarity with the principles of Responsive Classroom strongly preferred.

Salary:

Compensation is competitive with area independent schools and commensurate with experience.

To Apply:

Interested candidates for the position are encouraged to review Primary Day's curricular philosophy at www.theprimarydayschool.org. To apply for the position, please send the following to the address below by **August 11, 2017**:

- letter of interest
- desired salary range
- current resume
- completed application, [application available](#) on the school's website

No Phone Inquiries Please

ATTN: Scott Lawrence, Head of School

s.lawrence@theprimarydayschool.org

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The Primary Day School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.