



Charleston Day School

Charleston Day School Librarian and Media Specialist Job Description

Charleston Day School seeks a dynamic and engaged Librarian and Media Specialist beginning August 1, 2019. Charleston Day School is a coeducational, K-8 school of 260 students, located in the heart of historic Charleston, South Carolina. Interested candidates should send a cover letter and resume to registrar@charlestday.org.

Essential Functions:

- Foster a love of reading and a welcoming, friendly environment in the library
- Teach library and information literacy skills to Lower School homeroom classes (grades K-5) on a weekly basis, integrating technology as appropriate
- Collaborate with teachers to create and achieve meaningful cross-curricular connections; assist students and teachers with projects, including providing reference services and curating resources
- Collaborate with Technology Coordinator
- Create STEAM activities and related materials
- Provide advice and insight to students and teachers regarding literature and library materials
- Circulate and maintain the library collection, including check-out, check-in, shelving, shelf reading, resource files, inventory, incoming (new) and outgoing (old) item processing; make purchasing recommendations that support users' needs and interests and the community's commitment to diversity and inclusion
- Create and maintain displays, thematic promotions, bulletin boards, and library signage; maintain free library and donation of withdrawn books
- Remain current in professional best practices, children's literature, and educational research; network with other librarians
- Perform other duties as assigned by the Head of School or Division Head, such as carpool, study hall, lunch, etc.

Recommended Employment Qualifications:

Bachelor's Degree required; Master's Degree in Library (SLM, MLS, MLIS) preferred.

Additional Requirements:

- Accomplished with basic office and educational equipment (computers, tablets, smart phones, scanners, projectors, copiers, printers, keyboards, etc.)
- Elementary school teaching experience is desired. Broad and deep knowledge of children's literature; must have an enthusiasm for reading and for the development of information literacy skills
- Experience with Google (Docs/Sheets/Apps/Email)
- Proficiency with library automation, print and electronic research, and critical source evaluation
- School library experience is preferred
- Enthusiastic, joyful and engaged team player
- Growth mindset

About Charleston Day School

Charleston Day School (CDS) is a coeducational K-8 day school located in the heart of downtown Charleston, a city rich in history and steeped in beauty. The School and the city have been closely intertwined throughout the 80 years of the School's existence, and Charleston is an integral part of Charleston Day School's identity. From its beginnings as a small neighborhood school to its current manifestation as a vibrant 260-student urban institution that serves families throughout the city, CDS has steadfastly maintained a reputation for both rigorous academics and emphasis on character development.

The mission of CDS is "to foster scholarship, integrity, respect, and responsibility" in its students. CDS is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). For more information on Charleston Day School, please visit our website at www.charlestdayschool.org