



Brookwood School

Title: School Librarian (part-time)

Date: August 2018

About Brookwood

Brookwood School is a PreK-8 independent school with 350 students located on a beautiful 30-acre wooded campus in Manchester, MA along the coastline of the North Shore of Boston.

Brookwood is a warm, child-centered community with an extraordinary commitment to both the development of the mind and the development of the self. Through a purposeful balance of challenge, encouragement, and opportunity for appropriate risk-taking, the School fosters lifelong habits of inquiry, critical thinking, creativity, and scholarship, just as it instills a healthy sense of self, a flexible mindset, and a deep respect for the dignity of others. Ultimately, Brookwood strives to graduate academically accomplished individuals of conscience, character, compassion, and cultural competence. It also offers a playful, collaborative work environment of more than 90 faculty and staff who go the extra mile to do what is best for kids.

At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Because when kids skip down hallways, learn with curiosity, think deeply, and take risks, they confidently walk into whatever's next.

Brookwood is seeking a **part-time School Librarian**. The position is a part-time appointment for the 2018-2019 school year with the option to apply for a permanent full-time position for the following school year.

The successful candidate will have a demonstrated ability to think creatively about best practices in new and emerging learning applications, digital content, and research models for the elementary aged students at Brookwood. Reporting to the Library Director, the School Librarian will play an important role in developing content for the library website, maintaining bibliographic quality in the library collections, and performing some teaching responsibilities.

Qualifications and Attributes

- Currently enrolled and/or completed a Masters in Library and Information Science from an accredited program with a School Library Teacher concentration preferred
- Ability to be a positive and enthusiastic advocate for the library program

- Information literacy skills for children and adolescents
- Knowledge of children's and young adult literature and a familiarity with an active school library
- Excellent interpersonal skills and institutional judgment. Ability to collaborate easily with multiple departments and personnel
- Strong writing, editing, and problem solving capabilities
- Excellent organization and communication skills
- Experience with Library applications, LibGuides, Google Docs, Excel, iMovie, iPad apps, and other presentation applications
- Creative self-starter and finisher with a sense of humor

This is an hourly, part-time position (16 hours per week).

Applicants please email cover letter, résumé, and references to Sheila Geraty, Library Director at employment@brookwood.edu. Please include "Librarian" in the subject line of your e-mail.