Position Available: School Librarian (part-time position)

Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate leaders. As a member of a global network of more than 150 schools, we educate to the core of our 200-year tradition through the Sacred Heart Goals and Criteria: a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels one to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart educates young women to think critically, embrace challenges, model resilience, confront injustice, seek equality and lead globally in the pioneering spirit of our foundress. Our graduates change the world. Forest Ridge is a community of lifelong learners and all faculty are urged to model an openness and curiosity that are the hallmarks of lifelong learning.

Position Description:
Under minimal supervision, provides access to information and resources for all students, staff and community users. The librarian acts as a consultant to teachers and helps to coordinate student learning experiences. The librarian empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The librarian manages the school library facility and maintains an atmosphere conducive to learning. The roles and responsibilities of the librarian fall into these broad categories: information specialist, instructional consultant, teacher, program administrator and professional. Depending on the successful applicant, teaching could be added to this position.

Specific Responsibilities:
- Creates an inviting space that welcomes students
- Makes resources of all media available to students and teachers through a well-organized collection specifically developed to the varied needs of the students within the school and through access to resources outside the school
- Provides access to the library’s digital and print collections through the management of an accurate and efficient organization and retrieval system, available both at school and home
- Works with teachers to find and use resources in their curricula
- Manages selection and ordering of materials; administers budgets for library resources
- Communicates library program needs to the administration
- Teaches information literacy skills as an integral part of the content and objectives of the school’s curriculum, connecting to standards of the American Library Association and Washington State Standards
- Provides instruction in the use of technology to access information inside and outside the Forest Ridge Library
- Encourages students to read for pleasure and motivates their reading through a variety of methods
- Recruits, trains and manages library volunteers
- Provides liaison with King County Library and works closely with KCLS librarians to facilitate student and faculty access to public library resources and programs
- Manages public relations and other activities of the library

Professional
- Participates in professional organizations and activities related to education, literature, librarianship, and technology such as Catholic School Librarians Association, Northwest Association of Independent Schools, and the American Library Association
- Continues to acquire knowledge through in-services and other educational and academic courses
- Provides liaison with King County Library and works closely with KCLS librarians to facilitate student and faculty access to public library resources and programs

General
- Is familiar with and complies with all policies and regulations as put forth in the school’s documents
Since safety and security are everyone’s responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials and facilities
Attends all faculty in-service days, work days, retreat days, admissions events, and other events as assigned
Completes work in a way that moves Forest Ridge closer to our goals outlined by our NWAIS study and our Sacred Heart Commission on Goals (SHCOG) study
Performs other duties as assigned

Education & Experience:
A master’s degree in library science from a program accredited by the American Library Association (or from a master’s level program in library and information studies accredited or recognized by the appropriate national body of another country)
Library media specialist certification for qualified teachers
2+ years’ experience working as a school librarian
Experience working with middle school and high school students
Experience working in an independent school preferred
Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

Required Knowledge, Skills & Abilities:
Flexibility and adaptability to meet the needs of the students and program goals of the school
Excellent verbal and written communication skills
Ability to work and communicate effectively with patrons, co-workers, school administrators, parents and others orally and in writing
Ability to provide prompt, courteous service to all library users
Ability to identify and translate young adult needs and interests into effective library services and programs
Ability to develop library policies and procedures relating to library patron accounts, materials acquisitions, processing new materials, electronic subscriptions, weeding, etc.
Ability to work with a variety of systems and equipment, from new technology to office machines
Ability to maintain confidential information
Ability to work collaboratively in team situations
General digital literacy (use of a laptop and classroom technology such as projecting video and sound, connecting to the network, internet safety, operating an network phone system and copier system, etc.), intermediate to advanced MS Office Suite (Outlook, calendar scheduling, OneNote, Class Notebook, OneDrive, Word, Excel, PowerPoint, SharePoint, etc.), database skills (such as entering and tracking grades, query school information system to get results), web applications such as Google Suite, video conferencing software, video and screen captures, etc. as appropriate to job duties; ability to work with computer applications such as library management software, database applications, word processing, spreadsheets, etc.
Ability to walk outside and up and down stairs in all kinds of weather
Ability to successfully pass both initial and periodic federal, state and local background checks
Flexibility, maturity, and a good sense of humor

Salary/Benefits: Forest Ridge School of the Sacred Heart is committed to attracting and retaining outstanding employees through a competitive compensation and benefits package.

Application Process: Applicants should email a cover letter and resume to Teri Anderson at tanderson@forestridge.org.

Forest Ridge School of the Sacred Heart is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age, creed, sex, disability, marital status, sexual orientation, religion, and any other status protected by local law.