



# THE SAN FRANCISCO SCHOOL

*Dean of Library Services and Learning Commons*

## SUMMARY

**Location** | San Francisco, CA

**Post Date** | February 10, 2022

**Application Deadline** | March 5, 2022 @ 5:00 PST

**Final Round** | March 29 and 30, 2022 (on-site)

**Decision Announced** | April 11, 2022

**Start Date** | August 8, 2022

**Reports To** | Assistant Head of School





## SUMMARY

Founded in 1966, The San Francisco School is a Preschool through Eighth Grade independent, coeducational day school. The School is an established, vibrant, and inclusive educational community with a diverse enrollment of up to 285 students, an experienced and dedicated faculty and administrative staff, and supportive involved families. SFS students develop strong academic and social-emotional skills, self-reliance, creativity, and a sense of social justice. Our students graduate academically prepared, inquisitive, compassionate, and eager for the challenges ahead.

The Learning Commons is one of the newest spaces at SFS, having opened just this past fall. Aligned to the school's strategic plan aimed at interconnecting people, place, and program, the Learning Commons reflects the dedicated and passionate work of a team of educators to serve all learners, redesign the previous library space, and develop integrated programming. As such, the Learning Commons is a celebration of many learning modalities and literacies, from physical books to digital platforms. The Learning Commons was intentionally located at the center of campus to serve as a hub to ignite curious minds and as a gathering space to welcome all types of learners to explore and share their ideas.

SFS now seeks its inaugural dean of library services and learning commons, who will have the exciting opportunity to curate the Learning Commons experience — from the book collection to technology resources to a center for collaboration for students and adults alike. This is a ten-month faculty position that reports to the assistant head of school and has a distinct collaborative partnership with the director of design, engineering, and technology.



*The Learning Commons is at the heart of the SFS campus and will inspire students to challenge their learning through multimedia exploration.*



## A BOLD STRATEGIC PLAN (2017-2022)

The San Francisco School is committed to humanitarian promise. We aspire to be deeply empathetic in our relationships within our community and in regards to humanity. In this age of rapid acceleration and growing inequities, we created a strategic plan that stays focused on people, including our students, staff, families, alumni, neighbors, and community partners. We embrace technology as a tool for creativity, innovation, and productivity. We accept the challenge of financial stewardship and growth at the forefront of all we do while preserving our fundamental tenets of mutual respect and social justice.

### THREE STRATEGIC PRIORITIES

- Incorporate cutting-edge research in order to place teaching and learning in a global contemporary context
- Engage more fully with the Portola neighborhood and San Francisco and address the challenges and benefits of living, working, and thriving in the Bay Area
- Safeguard the diverse and inclusive community of SFS, to enrich accessibility for families and to deepen our experiences with diversity, equity, inclusion, and social justice both on and off our campus

### PEOPLE, PROGRAM, AND PLACE

Our strategic priorities are interconnected, created to realize our commitment to humanitarian promise, and therefore they do not exist in separate contexts. The success of our plan recognizes the interdependence of the priorities, and our thoughtful, innovative initiatives reflect this. Rather than addressing each priority separately, we strive to actualize them simultaneously. The Learning Commons is a distinctive example of SFS's commitment to investing in this kind of integration.





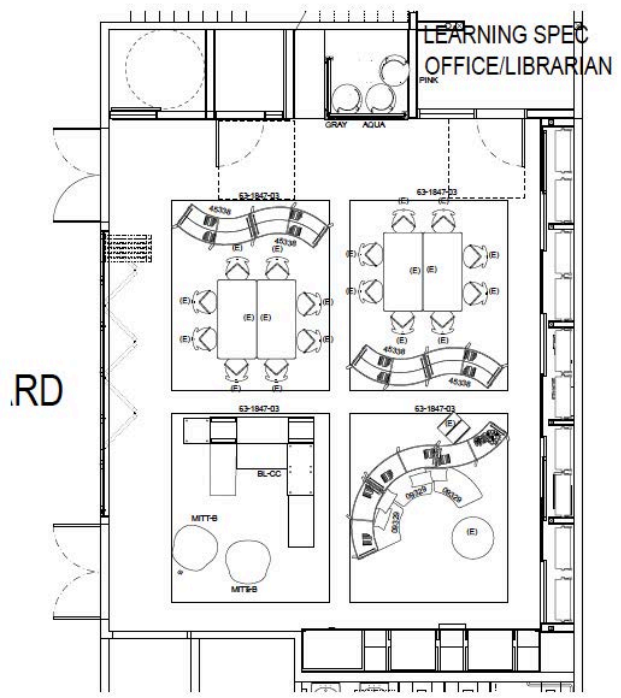
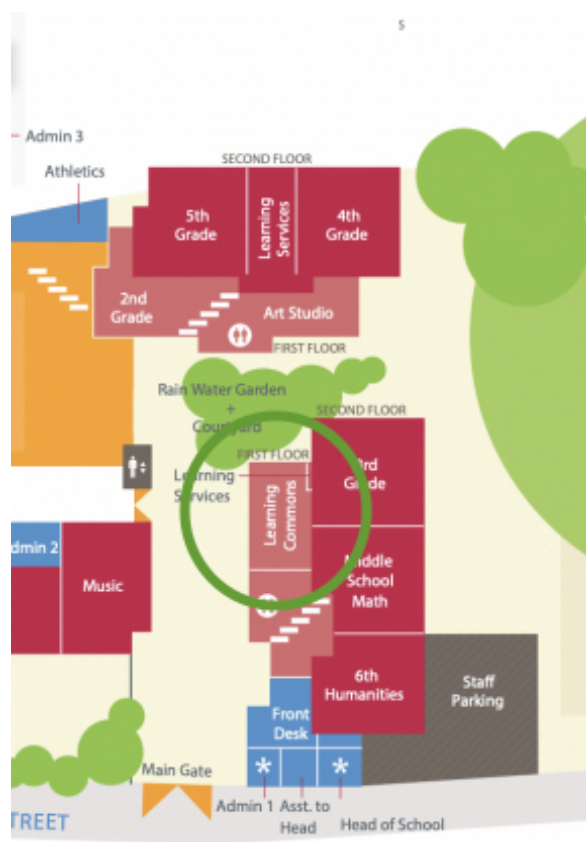


# THE LEARNING COMMONS

Years ago, the first school library space began as bookcases filled with thoughtfully selected books in the hallway between classrooms. Over time, a part-time librarian with parent-guardian volunteers curated the collection and engaged students in meaningful literary activities. In 2013, with the construction of the Community Center, SFS established a formal Library space. The Activity Room, housed nearby in the Edeli Building, served as a space for community gatherings, from opening ceremonies, physical education classes, and most recently, an elementary classroom.

In 2021, the Library and Activity Room merged to create the Learning Commons, a space for intellectual creation and exploration. A task force of teachers, administrators, and parenting adults was established to craft the vision, design the physical space, and articulate the dean of library services & learning commons position.

The dean of library services and learning commons will join the SFS team at an exciting time to design this central hub built to ignite curious minds. The dean will instill a passion for learning while strengthening multimedia literacy skills, from printed books to digital technology. In curating the student experience, the dean will inspire emergent readers through skilled researchers, expanding their horizons beyond the Gaven Street gates.





## LEARNING COMMONS ENTHUSIASTS

SFS is a diverse community of learners and educators. Over the years, the role of the library and library services has evolved as SFS has brought to life its strategic plan, guiding students to develop “empathy in the age of acceleration.” Below are a few examples of colleagues ready to collaborate with the dean of library services and learning commons.

### SOFIA LOPEZ-IBOR AND JAMES HARDING: MUSIC TEACHERS



Both Sofia and James have been teaching music and more at SFS for over 25 years. They have been integrating experiential learning through multiple literacies using everything from green screens to paper straws for musical and theatrical expression.



### MOLLY TREADWAY - 1ST GRADE TEACHER



Molly, an SFS alum, revels in the magic of books and the excitement of working with children as they learn to read and emerge as writers. From elves to dinosaurs, Molly's students explore how words can bring worlds to life, diving into experiential lessons across campus.

### JALEN ALLEN - ELEMENTARY STEAM TEACHER

Jalen, also an SFS alum, oversees the elementary STEAM program from the Field Station. Sometimes he is planting seeds with 1st graders in the Adventure Playground and other days he's exploring the Portola neighborhood using stop-motion animation with 2nd Graders.



### ERIKA LIEDTKE - 6TH GRADE HUMANITIES TEACHER



For over 35 years, Erika has helped shape SFS's Middle School program. During her tenure, she has established the Proteus Project, an integrated unit that asks students to research, write about, and present a challenge in our world, offering possible solutions and researching trailblazers.

### NANCY NAGRAMADA - ASSISTANT HEAD OF SCHOOL

Nancy is a senior administrator at SFS who loves to explore and innovate -- particularly when such work benefits teaching and learning. She and the director of design, engineering, and technology are eager to collaborate with the new dean as we bring the Learning Commons vision to life.





## URBAN SCHOOL, VILLAGE ATMOSPHERE

The San Francisco School actively seeks to be a community where all types of people can thrive, and it values the richness of diversity in all its forms. Within this urban school, a vibrant village of learners and educators exists and supports one another. Some highlights of the program, campus, and community include:

- SFS teachers truly know their students. With small classes, an integrated curriculum, and a collaborative culture, SFS teachers are able to provide an optimal academic, creative, and social-emotional experience.
- SFS has ten dedicated specialist teachers in Spanish, Music, Art, and Health and Wellness. These classes occur every week in every division.
- The Community Center features a full-size gym/350-seat theater.
- SFS offers Spanish beginning in Preschool and offers multiple proficiency levels beginning in Middle School.
- SFS offers a robust student support team, including learning specialists, a counselor, and a Middle School math coordinator.
- SFS leaves its Adventure Playground intentionally wild — preserving a place where children can climb trees, pick flowers, play in the dirt, build forts, pick fruit from trees, play with rabbits and goats that visit each year, and go down a 50-foot slide.
- Every Thursday during the fall and spring, families walk to form a coordinated Walking School Bus.
- The wonderful chefs in the SFS kitchen cook delicious, healthy meals from scratch for Preschool-Elementary students as well as staff.
- The campus of SFS comprises 52% outdoor space, including dedicated play yards for both Preschool as well as Kindergarten and Grade 1.





## ABOUT THE SCHOOL

### MISSION

The San Francisco School cultivates and celebrates the intellectual, imaginative, and humanitarian promise of each student in a community that practices mutual respect, embraces diversity, and inspires a passion for learning.

### CORE VALUES

At the core of The San Francisco School are the values of culture, community, and diversity. From what we teach to how we teach it, we strive to model these values and instill them in our students.

These values are natural but they do not come without the intentional effort we dedicate to every facet of the school experience. Whether it's through opening day ceremonies, assemblies, parent/guardian committee work, or teacher curriculum development, our school aims to embrace each family equally. We invite every family to participate in creating our culture and become an active member of our vibrant school community.

### SFS STATEMENT ON DIVERSITY, EQUITY, JUSTICE, AND BELONGING

At the core of The San Francisco School (SFS) are the values of diversity, equity, justice, and belonging. From what we teach to how we teach it, we commit to model these values and instill them in our students. SFS actively supports all individuals to be their complete, authentic selves and fosters a community grounded in social and environmental justice. As a result of this effort, we aim for every person to thrive in an inclusive and culturally-rich context, fueled by diversity of thought, perspective, and experience, that enhances learning and supports the ability of individuals to fulfill their humanitarian promise.

The San Francisco School delivers on our mission by modeling and promoting equity, justice, interculturalism, neurodiversity, environmental sustainability, and peace in our work. SFS's commitment to being an equitable and inclusive community is intentionally woven into every facet of the School experience. Whether it's through academic and athletic opportunities, assemblies, school governance, committee work, or ongoing professional and curriculum development, SFS embraces each community member.







## FIVE TENETS OF AN SFS EDUCATION

The San Francisco School believes students learn best when the following tenets are an integral part of their experience:

### CURIOSITY

Students are natural explorers. We encourage students to ask meaningful questions and structure experiences for them to arrive at their own moments of discovery.

### CHALLENGE

Students take great pleasure in progressing toward mastery. We cultivate learning by designing lessons with varied and increasing complexity.

### COLLABORATION

Students grow through working with others. We model and teach teamwork, cooperation, and problem solving across grades and disciplines.

### COURAGE

Students are empowered when they face their fears. We urge students to take risks and embrace their mistakes.

### COMPASSION

Students are capable of astonishing kindness and empathy. We inspire students to think beyond themselves and believe that their actions make a difference.







## KEY STATISTICS

**Founded:** 1966

**Location:** 1.6-acre campus in the heart of San Francisco, CA in the culturally and demographically diverse Portola neighborhood

**Students:** 282 students in Preschool through 8th Grade; 58% are students of color; 11% of families identify as LGBTQIA

**Admission:** Average acceptance rate of 24% over the last three years; 95% retention rate

**Faculty and Staff:** Student-to-faculty ratio of 6:1; 70% of head teachers and specialists hold advanced degrees; average tenure is 11 years; 56% staff of color; Over \$135,000 spent on professional development annually

**Accreditation:** California Association of Independent Schools

**Relevant Associations:** National Association of Independent Schools (NAIS), California Association of Independent Schools (CAIS), California Teacher Development Collaborative (CATDC), People of Color in Independent Schools (POCIS), National Business Officers Association (NBOA), California Independent Schools Business Officers Association (Cal-ISBOA), Council for Advancement and Support of Education (CASE)

**Tuition:** \$35,075 (Preschool – Grade 5); \$37,275 (Grades 6 – 8)

**Operating Budget:** \$10,400,000

**Financial Aid:** Over \$1,700,000 awarded to 27% of SFS families

**Endowment:** Nearly \$6,500,000

**Website:** [www.sfschool.org](http://www.sfschool.org)



## FROM THE HEAD OF SCHOOL

*"I am thrilled for the Learning Commons to help bring a multi-year vision to life. It is a space that will facilitate countless opportunities for our students and staff to be explorers from right here at Gaven St. And I can't wait to see how we use this creative energy to infuse existing partnerships and form new ones in the Portola and beyond."*

—Steve Morris



## DEAN OF LIBRARY SERVICES AND LEARNING COMMONS

### SPECIFIC DUTIES

#### *People*

- Empower students to explore and develop their intellectual and creative ideas
- Excite students and adults to use multiple literacies to develop fluency across a variety of modes, including utilizing two sound booths that are housed in the Learning Commons
- Support classroom teachers during units of study, literacy development, and technology integration

#### *Program*

- Teach relevant class(es) in digital media and literacy, visual and audio recording, and other creative realms as determined with the director of design, engineering, and technology
- Support service learning, civic engagement, and interdisciplinary experiences across elementary and middle school divisions
- Develop club / elective experiences for students based on resources in the Learning Commons

#### *Place*

- Curate the Learning Commons experience, from the book collection to technology resources, to welcome and inspire students and adults alike to explore ideas
- Foster a climate that honors students with a variety of learning styles and needs
- Manage technical needs of the Learning Commons

## LEARNING COMMONS VISION STATEMENT

The Learning Commons ignites curious minds. It is a hub for the celebration of books and multiple literacies, digital fluency and creation, and civic engagement and problem solving. The Learning Commons serves as a gathering space that welcomes all types of learners to explore their ideas.



## SFS IS LOOKING FOR CANDIDATES WHO CAN DEMONSTRATE...

### ***Professional Qualifications:***

- Possession of a bachelor's degree from an accredited college or university required
- Possession of a graduate degree preferred but not required
- Classroom and library teaching experience
- Technology enthusiast and innovator with a wide range of technology-based skills

### ***Leadership and Personal Qualities:***

- Curious, student-centered, and inspiring educator in a PS-8th Gr environment
- Lover of books and multiple literacies as well as a creator who guides students to explore ideas
- Knowledgeable in established and emerging best pedagogical library practices
- Library educator, knowledgeable in established and emerging best pedagogical practices
- Culturally competent, engaged community member
- Excellent communicator and creative yet organized collaborator
- Calming presence when embracing chaos
- Cultivator of community networks within and beyond SFS
- Stand-up comedian — or at least has a good sense of humor





## HOW TO APPLY

12M Recruiting is acting on behalf of The San Francisco School to identify exceptional educators fluent in library services and creative collaboration to fill this extraordinary opportunity. Please direct any inquiries to:

Gabriel Lucas  
Principal, 12M Recruiting  
[jobs@12MRecruiting.com](mailto:jobs@12MRecruiting.com)

### APPLICATIONS WILL BE CONSIDERED THROUGH MARCH 5, 2022.

All applications must be submitted online, via:

[www.12MRecruiting.com/jobs/SFS](http://www.12MRecruiting.com/jobs/SFS)

An application requires submitting four PDFs:

- Cover letter introducing yourself to The San Francisco School search committee
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you—though we will not contact any references without obtaining your permission first)
- A response to the following prompt:

*In reviewing the Learning Commons Vision Statement on page 10, describe two to three key steps you would undertake to develop a program that celebrates books and other literacies and modes of creative expression. How do you imagine collaborating with colleagues to do so? (Please use a 500-word limit as a guide.)*

