



GRALAND COUNTRY DAY SCHOOL

Lower School Library Teacher

55 Clermont Street, Denver, CO • 303.399.0390 • graland.org

Reports to: Director of Innovative Learning

Status: Full-time, school year

Position Overview:

As a part of the Graland Information Services team, the Lower School Library Teacher will work collaboratively with faculty, staff and students to support student learning. The successful candidate will use 21st century skills that incorporate the literacy, information literacy and technology. This includes partnering with the Lead Librarian to develop and maintain information literacy and technology standards for students, faculty and staff. The Lower School Library Teacher will instruct and help students, faculty and staff to effectively navigate the modern library.

Responsibilities include:

Teach Lower School Library Classes (PreK-Grade 4)

- Strong knowledge of content area, teaching methods, learning styles and educational research related to lower school learners and readers.
- Demonstrate an understanding of the scope and the sequence of library and information literacy curriculum.
- Ability to align curriculum with national and state standards for information and technology literacy including the International Society for Technology in Education (ISTE).
- Strong classroom management, communication, organization and planning skills.
- Demonstrate problem-solving skills through collaborative work with students, teachers, parents and administrators.
- Willingness to support and actively participate in a professional learning community.
- Ability to participate collaboratively in teaching teams to design curriculum and pursue best teaching practice.

Library Support

- Provide a functional and inviting library environment that supports school curriculum and recreational reading.
- Inform students, faculty/staff, parents and other members of the Graland community of available library resources, their location and use.
- Assist with the selection and ordering of library materials appropriate to student and staff instructional needs.
- Utilize cataloging skills in maintaining an updated library catalog and in preparing materials for processing.
- Conduct continuous review and evaluation of library materials and assist with the annual inventory of library materials.
- Participate fully as a member of the information literacy and technology team and perform related duties as assigned to support and meet the mission of the Graland Library.
- Other duties as assigned

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How to Apply

Qualified applicants should send a cover letter, resume and salary requirements to syoung@graland.org. All applications are to be submitted electronically.



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Graland Country Day School is an Equal Opportunity Employer.

It is the policy of Graland Country Day School to comply fully with all laws barring discrimination against employees, or applicants, for employment because of race, color, religion, sex, age, national origin, ancestry, sexual orientation, military discharge status or physical or mental handicap, or status as a disabled veteran or Vietnam-era veteran. This policy applies to recruiting, hiring, placement, promotion, discipline, demotion, rates of pay or other compensation, employee benefits, tuition assistance programs and termination of employment.

(Revised: Jan. 16, 2018)

Technology Integration & Professional Development

- Curriculum Development
 - Collaborate to develop information literacy standards for students that are developmentally appropriate for each grade level
 - Support teachers in curriculum development and lesson plan development and keep them aware of available correlated library materials
- Maintain and enhance expertise by seeking out and attending workshops, conferences, in-service sessions and other professional development opportunities.
- Participate fully as a member of the information literacy and technology team, including providing faculty/staff development and technical support and meeting regularly with the Lead Librarian.
- Teach and model the appropriate use of information literacy and technology throughout the school, including following and enforcing the school's Acceptable Use Policy.
- Assist faculty/staff in learning new technologies and applications via individual and small group instruction
- Serve as resource to classroom teachers for curriculum research and integration
- Assist with school-wide support requests for the operation of instructional technology systems.

Qualifications:

- Master of Library Science (MLS), English degree (B.A, M.A), and or similar background preferred
- Teaching experience required
- Working knowledge of children's and young adult literature
- Wide depth of experience in technology and its applications
- Ability to empower students to be critical thinkers, enthusiastic readers and skillful researchers
- Ability to teach students how to be discerning, technologically literate and ethical information users and creators
- Demonstrated ability to successfully interact with students and faculty with various backgrounds and skill levels
- Experience in evaluating and selecting print and digital resources
- Communication skills, including the ability to proactively collaborate with students, faculty and parents



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