



*as far as the mind can see*

## **2022-2023 Librarian Long-Term Substitute (August 22, 2022 – December 16, 2022)**

### **Exciting Opportunity at Francis Parker School in San Diego, California**

Francis Parker School is seeking an enthusiastic, dedicated, and passionate educator who shares its core values: Students First, Academic Excellence, Global Perspective, Strength of Character, Inclusive Community, and No Limit to Better. Collegial and collaborative, Parker faculty create a learning environment that is dynamic and engaging. Parker faculty are content and pedagogical experts who invest in professional growth generously supported by the School. Importantly, Parker's unwavering commitment to being a diverse, equitable, and inclusive community creates a culture of respect for all.

If Parker's values and school culture resonate with you, we encourage you to consider this opportunity.

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

### **Job Description:**

Situated at the center of our Middle and Upper School campus, our library is a modern, state-of-the-art building that houses an extensive physical and digital collection while providing collaboration and study areas for classes and student groups. Parker believes that our librarians should strive to create an environment that is conducive to active and participatory learning, resource-based learning, collaboration with fellow faculty members, and that has ample physical, technological and digital resources to support teaching and learning.

We are seeking an individual who will continue the excellent leadership of our library and maintain its role as a learning hub for our Middle and Upper School campus. This individual should have an open mindset regarding the role of the library on a school campus: holding a flexible stance about the future of libraries and having a vision for an innovative, welcoming, and energizing space, while also honoring and valuing the tradition of reading and literacy that a library brings to a school. The librarian has direct purview over the physical space of the library, manages a library assistant, oversees the budget for the library, collaborates extensively with faculty and students, provides information about research resources and techniques, teaches students about relevant library skills, and provides direct supervision of the library spaces. The librarian will collaborate with the Assistant Head of Upper School, Department Heads, faculty and tech coordinators to provide a cohesive program and experience for students and faculty in grades 6 - 12.

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
619 / 298-9110

**Essential Duties/Responsibilities:**

- Maintain an engaging, relevant, and comprehensive library collection for use by students, faculty, and the Parker community
- Research, select, and order new books and resources as needed
- Effectively evaluate physical and digital collections annually to ensure the collection is up-to-date and meets the learning needs of the School
- Actively promote a love of reading and literacy in students
- Research, select, and develop a collection of novels and popular non-fiction works which appeal to students across 6-12 grades.
- Build relationships with students to spark their love of reading through reader's advisory
- Collaborate with faculty and technology coordinators to provide cross-disciplinary, hands-on, student oriented learning experiences
- Teach small groups and full classes on research methods and resources, the appropriate use of both physical and digital resources, and strategies for evaluating resources
- Curate student work examples for public display within the library and around campus as appropriate
- Effectively identify resources and share those resources that enhance curriculum and instruction practices
- Create and sustain conversations for learning among faculty and students
- Supervise the physical space of the library and engage students in appropriate use of the various library spaces
- Use effective instructional practices when teaching groups and/or classes; including effectively planning, instructing, and assessing across content areas
- Assist faculty and students with research projects, teach teachers how to use new resources that become available, help students find resources, especially digital resources
- Supervise and evaluate employee(s) assigned to work in the library
- Provide assistance with maintenance of the archives collection of the School
- Provide guidance regarding the ethical use of information, including building bibliographies and understanding fair use

**Qualifications:**

- Master's Degree in Library and Information Sciences and/or a State Issued Librarian Certificate
- Extensive knowledge of print resources appropriate for a grade 6 - 12 program
- Strong comfort with technology, including emerging technologies and the use of technology to enhance the educational program
- Effective use of technology for communication, presentation, and teaching purposes
- Previous experience working with students in grades 6 - 12 and in working with Middle and Upper School faculties
- Proven collaborative experience with faculty



### *as far as the mind can see*

- Holds a vision of the future of the library while simultaneously paying close attention to the details involved in the day-to-day management of the library and its associated resources
- Proven history of sound fiscal management of a complex budget
- Strong written and verbal communication skills, including comfort with making presentations to groups of students, faculty, and/or community members
- Strong interpersonal skills with students aged 11 to 18 - firm yet flexible, relates well to students, upholds school policy and expectations, collaborates with students to find solutions to problems and identify potential resources
- Experience managing and supervising library personnel and/or instructional assistants\_
- Able to work flexible hours and work in dynamic environments
- Commitment to continual professional growth and development to continually support the Parker community's information needs

### **Salary and Benefits:**

The long-term sub rate is \$230 per day. This position is not eligible for benefits.

### **Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

### **Application Process:**

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter, resume and transcripts.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to: [parkerjobs@francisparker.org](mailto:parkerjobs@francisparker.org)

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
619 / 298-9110