Job Description
Green Hedges School seeks an experienced librarian for the 2024-2025 school year. Green Hedges is a private independent preschool through Grade 8 school with approximately 190 students. The School is located in Vienna, VA, which is fourteen miles west of Washington, DC.

Requirements:
A successful candidate will have:

- Bachelor’s degree and significant library experience required. Masters of Library Science preferred
- Three or more years of teaching experience
- Experience in formal instruction of library, research, digital literacy, and technology skills
- Desire to be part of building and maintaining a positive and healthy whole-school culture and community particularly with regard to diversity, equity, and inclusion efforts
- Understanding of and enthusiasm for the varied roles that libraries play in learning, social-emotional development, and the school community
- Possesses a wide breadth of knowledge of and passion for children's literature and reading acquisition
- Ability to balance both teaching classes and managing the print and digital resources

Responsibilities:
- Design and maintain an inviting and vibrant library space that stimulates curiosity and fosters a positive reading culture
- Work with parents and the community to promote a shared commitment to literacy development through parent education opportunities
- Collaborate with school staff to organize and participate in events such as the book fair, author visits, and literacy-themed celebrations
- Champion diverse authors and assist teachers with finding literature to incorporate into the curriculum that offers windows and mirrors for all students
- Support the curriculum and goals of the school, as well as collaborate with teachers and students
- Manage, administer, and maintain library programming, including a yearly budget and communication with vendors
- Evaluate, select, order, process, and organize library resources (electronic and print)
- Assist with student information and research needs
- Consult with faculty as they plan instruction to ensure the incorporation of appropriate library, research media, and technology tools, materials, and skills into their curriculum
- Participate actively in the life of the school, including assuming extra-curricular duties as necessary and appropriate
- Staff the library 7:45 a.m. - 3:45 p.m. Monday-Friday, in addition to attending regular staff meetings on Wednesdays from 3:45 p.m. to 5:00 p.m.
Reports to: Assistant Head of School

*Interested candidates should submit*
1) letter of interest, 2) three references, and 3) resume to:
   hr@greenhedges.org

*Green Hedges School is committed to equal employment opportunity. The School does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, national origin, age or physical or mental disability.*