

# WOODSTOCK DAY SCHOOL

NURSERY THROUGH GRADE 12

**Title:** School Library Assistant Teacher

**Reports to:** Director of Education and Learning / Head Librarian

**Status:** Full-time, non-exempt, \$18/hour

**Start Date:** Immediate opening

## About Woodstock Day School

Founded in 1973, Woodstock Day School (WDS) is a progressive, independent school set on a 40-acre campus in New York's Hudson Valley. Located midway between the towns of Woodstock and Saugerties and roughly two hours north of Manhattan, WDS is a board-certified member of the New York State Association of Independent Schools and offers a unique and inclusive educational experience to approximately 200 students from nursery school through grade twelve.

WDS believes that there is no such thing as an "average" student, and our combination of purposefully small class sizes, intensely committed faculty and a culture of individual respect empowers our students to aim high, shape and achieve their personal goals, and prepares them to make a positive difference in a complex world. Added to the program in 2003, our middle and upper schools offer outstanding programs for grades 6-12, helping students discover their passions, achieve academic and personal excellence and demonstrate a commitment to service. WDS actively seeks to build a diverse community of educators.

## Summary

The Woodstock Day School is seeking a part-time, in-person School Library Assistant Teacher. The WDS library program has a strong focus on

developing a robust reading culture, incorporating narratives that reflect diversity and inclusion in all manifestations, as well as a strong emphasis on social justice, activism, cultural competency, and the environment.

Ideal candidates are excited about working and teaching in a progressive community, embrace a range of pedagogical approaches, and have demonstrated a commitment to addressing issues of diversity, equity, and inclusion within and outside the classroom.

### **Key Responsibilities**

- Assisting the Head Librarian with all phases of administration and organization of the library.
- Performing a wide range of library clerical work including: processing new library materials; cataloging and maintaining library materials and database; assisting students with locating, using, and checking materials in/out and using the library catalog; shelving books and examining materials on shelves to verify accuracy of placement (shelf-reading and shifting as needed); identifying materials in need of repair/replacement, and mending print materials.
- Covering library classes from Nursery School to 8th grade, as needed.
- Participating in some school-wide events and other duties and responsibilities assigned as needed.

### **Qualifications**

- An undergraduate degree is required
- Strong computer and internet skills are required
- Experience working in a library is highly preferred
- Some research skills, a familiarity with library information systems, and a love of reading is highly preferred
- Teaching or other experience working with students in K-12 settings is strongly desired
- Open to learning and comfortable with children of all ages

- Demonstrated a commitment to addressing diversity, equity, and inclusion within and outside the classroom
- Strong interpersonal skills
- Hardworking and adaptable team player

## **How to Apply**

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, three references and salary requirements as attachments, via e-mail to [careers@woodstockdayschool.org](mailto:careers@woodstockdayschool.org). Please include School Library Assistant Teacher in the subject line.

*Employees are required to follow all COVID-19 protocols for K-12 schools as determined by NYS and any additional protocols as set forth by the school administration, including a requirement that all staff and faculty be vaccinated for COVID-19.*

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*The Woodstock Day School is committed to a work environment in which all individuals are treated with respect and dignity. WDS prohibits all forms of unlawful discrimination, harassment and retaliation, including behavior which targets an individual or group based on perceived or actual characteristics, such as but not limited to: race, color, religion, creed, sex (including pregnancy, childbirth and related medical conditions), national origin, age, disability, military service, veteran status, marital status, partnership status, sexual orientation, familial status, gender identity, gender expression, transgender status, genetic predisposition or carrier status, alienage, citizenship status, caregiver status, status as a victim of domestic violence, sex offense or stalking, unemployment status, status as a certified medical marijuana patient or any other legally protected classification.*