



Title: School Library Assistant

Reports to: Dean of Students/Director of Admission

Status: Part-time (3 days a week), possibly full-time starting September 2022

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. WDS expects to hire this position to work three days a week with the possibility of this position becoming full-time in the future. Salary is commensurate with experience.

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

Key Responsibilities

- Performing a wide range of library clerical work
- Covering library classes as needed
- Participating in some school-wide events and other duties and responsibilities assigned as needed

Qualifications

- An undergraduate degree is required
- Computer and internet skills are required
- Experience working in a library is preferred
- Some research skills, a familiarity with library information systems, and a love of reading is preferred
- Teaching or other experience working with students in K-12 settings is strongly desired
- The ideal candidate will be open to learning, and comfortable with children of all ages. They will also demonstrate a commitment to addressing diversity, equity, and inclusion within and outside the classroom
- Hardworking and adaptable

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, Please include Library Assistant 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.