



# Library Services Associate

## Episcopal School of Jacksonville

Episcopal School of Jacksonville's approach to our balanced education (academics, fine arts, athletics, and spiritual development) is sustained by heightened expectations in all aspects of campus life. Since its founding over 50 years ago, the school has remained true to its mission in working to support the intellectual and personal growth of each student as responsible leaders committed to service. Each student is prepared for college by a liberal arts curriculum that focuses on the development of effective expression and critical thinking in a learner-centered environment. Grades 6-12 are housed on the Munnerlyn Campus, which is situated on 84 acres along the southern bank of the St. Johns River. Episcopal is a caring community by design with faculty who are outstanding in their field, all of whom are dedicated to helping our students develop their creative talents, discover their passions, and deepen their faith and commitment to service for others.

### **Position Overview:**

Episcopal School of Jacksonville is seeking a full-time Associate in the Library Services Department beginning with the 2024-2025 school year. Under the supervision of the Director of Library Services, the Library Associate will assist patrons in the circulation and use of library materials, shelve and create engaging displays for books, monitor student activity, and build a welcoming environment for all members of the ESJ community. Candidates should enjoy working with teenagers in a lively environment and be comfortable managing large groups of students. This position is also responsible for teaching Research 8, a nine-week middle school course that explores the most productive ways to find, evaluate, and properly use source materials.

As part of the collegial culture of our faculty, a willing investment in collaborative efforts, professional growth, and the broader life of the school are all expectations of work at Episcopal.

### **Qualifications:**

- Bachelor's Degree in an appropriate field of study from a four-year college or university, or post-graduate work in subject matter; an advanced degree is preferred.
- Three years of relevant experience in an independent school setting is preferred for any faculty position. However, consideration will be afforded to any qualified individual who has either worked in other educational settings or is new to the teaching profession, and who has a strong sense of vocation to work with students in an independent, college-preparatory environment.

### **Candidates should possess:**

- ...a working familiarity with the content and skills central to library services, including experience in children's or young adult services.

- ...a passion for research and an enthusiasm for working with students in a mission-centered learning environment.
- ...an ability to quickly and accurately learn new technology, including the core Google Suite products.
- ...a commitment to and engagement in collaborative work to achieve both department-specific and school-wide goals.
- ...a thorough working knowledge of the subject matter of courses taught, and a growth-mindset in seeking and taking advantage of opportunities for continued learning and professional growth in your field at Episcopal.
- ...a lifelong investment in learning and growth.

Episcopal is committed to a school culture that is safe and positive for all members of our community. We work intentionally to create a community of people who respect and support each other. We recognize the value of diversity, and we actively seek to welcome and include under-represented groups. Episcopal strongly supports professional development and training opportunities for faculty and staff, ensuring that best practices and innovative, learner-centered teaching methods are continually incorporated into our pedagogy. The academic environment is achievement-oriented with a standard of excellence. The school's faculty display outstanding academic backgrounds, exceptional character, and dedication to our approximately 1,300 students across three academic campuses, spanning from an Early Learning Program (age one) through Grade 12. Episcopal does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, or disability in its hiring and employment practices. The above information is not a completely comprehensive inventory of all duties, responsibilities, or qualifications required of employees assigned to this position.

Interested candidates are requested to submit a cover letter, current resume, and a pedagogical statement alongside a completed application through the Careers at Episcopal page on our school website. Applications will be considered on a rolling basis until the position has been filled and the search closed.