



**JOB ANNOUNCEMENT:** Librarian

**EMPLOYEE STATUS:** 60-75% FTE, Exempt, Academic Year

**REPORTS TO:** Associate Dean of Academics and Innovation

**WORK SCHEDULE:** Monday-Friday. Start time is 8am. Exact end time is TBD based on final FTE determination.

**START DATE:** August 4, 2025

**SALARY RANGE:** \$85,000 to \$115,000 annually for 100% full time employment, prorated according to actual FTE. Bay also offers a strong benefits package for long term employees working at least 60% of full-time.

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), or any other characteristic protected by law. We are committed to having a Staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

### **Job Description**

The Librarian has primary responsibility for stewardship and curation of the school's academic information resources, its archives, and the library space as an academic and community hub of the school. As a key partner for teachers in supporting research projects in the classroom, the librarian supports information literacy as an essential skill for all Bay students. The librarian is on the cutting edge of information resources, managing Bay's access to print, digital, and other resources, with an emphasis on academic database management.

## **Required Qualifications**

**EDUCATION:** A masters in library science from an ALA-accredited institution required

**EXPERIENCE:** Minimum 2 years experience as a Librarian, preferably at a high school library

**COMPUTER SKILLS:** Experience in Google apps is necessary. Some familiarity with MARC records and library cataloging software is preferred.

**CERTIFICATES & LICENSES:** None

**OTHER REQUIREMENTS:** Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, workplace violence prevention training and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

## **Major Responsibilities**

- Executes all elements of the curation process for the library's evolving 21st century collections, including research leading to thoughtful acquisition of print and digital resources; cataloging, shelving, organization; ongoing evaluation, refreshing, and weeding of current print and digital collections;
- Maintains active knowledge/awareness of curriculum, co-curriculum, mission, values, precepts, current community issues and topics of current student interest in order to make connections between community members and resources;
- Creates and maintains content (library catalog, research guides, visual displays) to allow community members to easily take advantage of the library's resources;
- Actively partners with teachers in supporting research projects in all disciplines, including through classroom presentations to support student research skills on specific subjects;
- Serves as the primary point of contact and thought partner for students and teachers navigating academic research databases;
- Ensures that teachers have an up-to-date awareness of library resources through proactively reaching out to teachers and students with resources that might be helpful to them;
- Empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information;
- Serves as a physical and symbolic presence in the library, holding the space for its intended purpose and being available to connect community members to resources;
- Ensures that the library's physical space is inviting to students and conducive to their evolving needs as students and people;

- Builds and maintains strong ongoing relationships with members of the community so that they see the librarian as a helpful resource;
- In coordination with teachers, leads workshops within the curriculum and co-curriculum to teach information literacy and research skills;
- Serves as consultant and resource to teachers around topics of information literacy and research;
- Manages the library budget so as to make maximal use of the school's resources;
- Encourages and facilitates a culture of reading-for-pleasure with the school;
- Coordinates the selection and distribution of the end-of-the-year Senior Gift Books and the Staffuly Life Reading List;
- Collects and reuses/disposes of unwanted books in the school;
- Serves as a leader in some area of extracurricular school life, based on the interest of the librarian and the needs of the school;
- Ensures that the library program supports the mission of the school.

### **Required Professional Qualities/Abilities**

- Strong cultural competency and commitment to equity and inclusion;
- Strong organizational skills and communication, both written and oral;
- Ability to relate to adolescents and knowledge of adolescent development;
- Ability to work effectively with several constituencies (colleagues, students, parents, and community at large).

### **The Ideal Candidate**

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Shows evidence of continued commitment to anti-bias and equity work, and understands the social justice dimension of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Enjoys being in a high school community;
- Values and incorporates mindfulness as a practice.

### **Physical Requirements**

- Ability to lift boxes of books up to 40 pounds;
- Ability to climb stairs;
- High frequency of viewing a computer monitor;
- Ability to sit/stand for long periods of time.

### **Work Environment**

- Work is performed primarily in a shared office setting.
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours.

- The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings and the work of this department requires frequent movement around campus.
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices or in the Staffuly lounge on the fourth floor.

If interested in the position, please review our website, then email all of the items below to: Susie McCobb, Executive Assistant to the Heads of School, at: [jobs@bayschoolsf.org](mailto:jobs@bayschoolsf.org), subject line: **Librarian 25-26**

Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;
2. Resume/C.V.;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.