

7/13/2015

St. Paul's School for Girls is pleased to announce an opening for a full-time Director of Library and Media Services.

### **St. Paul's School for Girls**

Founded in 1959, SPSG is an independent, single-sex, college-preparatory school enrolling approximately 400 students in grades five through twelve. SPSG shares a campus and works in close coordination with St. Paul's Plus and St. Paul's School in order to offer students the benefits of a single-sex and coed environment from 6 weeks until graduation.

### **Position Description**

The successful candidate will be a creative, passionate, and experienced educator with a strong background in library and educational technology services.

Our ideal candidate will work closely with our faculty to design and co-teach curriculum including topics such as research practices and databases, copyright regulations, use of multimedia and use of online tools for writing, reading, and researching. She or he will be well-versed and current in pedagogy, as well as literature which is developmentally appropriate and facilitate a love of learning. An enthusiasm to promote the use of engaging media and differentiated technology is critical. In addition to managing library operations, she or he will be asked to teach a class involving writing, literature and/or research, as well as oversee the publication of our school newspaper, *The Epistle*.

Keeping an organized and efficient library space is imperative in this role. This candidate will oversee responsibilities including, but not limited to, managing a schedule of use of the library for classes and small groups, taking charge of the library budget and managing financial records and database accounts to make data driven decisions.

To succeed in this leadership role, the successful candidate must also inspire confidence in students, parents, colleagues, and administration and possess the ability to lead collaboratively and articulate to all constituencies a vision to embrace research, use of multimedia outlets and experience in using a 21<sup>st</sup> century library environment. In addition, this candidate will facilitate book club programs within the school and inspire new and creative ways for student and faculty use within the library space.

In addition to contributing to the conversations and goals of academic leadership, candidates should be eager to contribute to SPSG's school-wide goals: providing rigorous, relevant, and responsive, student-centered instruction that meets the needs of a range of students; developing a more multicultural curriculum; and integrating technology as it inspires and facilitates learning.

In addition to managing the library function, SPSG faculty members are encouraged to contribute in other significant ways to the work of the community. SPSG supports the model of the teacher-coach as it scaffolds student development and connection, and thus the School is especially interested in candidates with coaching experience and/or those who are able to demonstrate initiative and serve as coaches in a variety of significant ways outside of the classroom. Other supervisory responsibilities and duties are shared among faculty members. Full-time faculty members are eligible to participate in our comprehensive benefits program.

7/13/2015

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at [sduckett@spsfg.org](mailto:sduckett@spsfg.org). SPSG is an equal opportunity employer.