Library Assistant  
(Begins Mid-August 2019; 10 month position)

Job Summary:  
Francis W. Parker School is a renowned JK-12th grade independent day school. Founded in 1901 on the tenets of progressive education, the school currently enrolls 940 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to “educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse democratic society and global community.”

We are currently seeking a 10-month (mid-August through mid-June) full-time Library Assistant to help the Lower/Intermediate School and Middle/Upper School Library and Information Services Specialists ensure the smooth functioning of all phases of the library program and promote the integration of literacy and research through technology throughout the school. The Library Assistant performs a variety of customer service, circulation, and/or technical services duties to ensure quality library service and a positive library atmosphere. The Library Assistant will support the School’s mission in promoting curiosity, inquiry and a love of reading. The Library Assistant works during the school year Monday-Friday, 7:30 a.m. to 4 p.m.

Essential Functions:
• Assist in day-to-day library maintenance and function and in library classes on an as-needed basis.
• Perform opening procedures of the library each morning.
• Create an environment that fosters a love of reading and research among all students.
• Recommend appropriate level literature to teachers, students and parents.
• Perform circulating duties, checkouts and check-ins.
• Shelve library materials and maintain shelves in good order.
• Process new library materials and maintain older materials.
• Assist in monitoring students in the library.
• Repair materials as needed.
• Pull and display seasonal materials.
• In the absence of the Library and Information Services Specialist, is responsible for the functioning of the library.
• Other duties as assigned.

Required Qualifications:
• Bachelor’s degree in a related field
• 2-3 years previous library experience
• Current MLIS students are encouraged to apply
• Knowledge of children’s and young adult literature and children's reading activities
• Familiarity with /willingness to learn maker space technologies (laser cutter, 3d printers)
• Thorough knowledge of library practices, procedures and techniques
• Familiarity and comfort with relevant library technology, including Follett Destiny online catalog software, iPads and other Apple technology
• Outstanding communication and interpersonal skills and comfort interacting and working with children, ages 4 to 18
• Exceptional organizational skills

Compensation:
Commensurate with background and experience; comprehensive benefits package.

To Apply:
Please submit cover letter with resume and salary requirements by email or fax to (no telephone inquiries please):

Laureen Sweers, Director of Human Resources
Francis W. Parker School
330 W. Webster Avenue
Chicago, IL 60614
resumes@fwparker.org
fax: 773.549.4430

The faculty, staff and administration of Francis W. Parker School are integral parts of the School’s community. Through their passion, dedication and commitment to the School’s mission, they create and support an environment where exceptional child-centered learning can occur.

Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.