

Librarian:

Ocean Charter School (OCS) uses a Waldorf Educational approach to teach common core standards in a public school setting. See [oceans.org](http://oceans.org) for more information on our school.

We are seeking an enthusiastic part time librarian for our TK-8 campus to accomplish the following tasks:

Required:

1. Maintain library software system and learn any new updates etc. This includes: (3-4 hours a week) barcoding/adding new titles to software with searchable terms including printing spine labels and color coding based on reading level, removing damaged books, sending out late item notices to parents generated by the software, End of Year inventory (must scan all books), run lost items reports, run end of year usage reports and remove titles that are not circulating

2. Collection Development (1-2 hours a month)

Reading relevant journals and resources for new books, maintaining Amazon wish list with new titles and student/teacher requested titles, ongoing communication with parents who want to donate books and picking appropriate titles that the school library could use

3. Parent/Teacher communications (1 hour a month)

Monthly updates to parents and requests for purchases from wish lists

Monthly updates to teachers letting them know about new acquisitions and books displays and ways they can help maintain the library

Meetings with teachers on how I or the library can help them

4. DEI/Monthly book displays (1 hour a month)

With an eye toward diversity and inclusivity, I make sure that the library always honors any appreciation months (Black History, Women, AAPI) with book displays featuring relevant authors or topics ; Book Displays to engage students on certain topics (Spooky Stories! Dragon Tales, etc.)

5. Library clean up (1-2 hours a week)

Because there is not a librarian on site daily, the library is often a mess after a couple of days, and requires extensive clean up of mis-shelved books etc.

6. Library Recess Time (2 hours 15 minutes weekly)

The position is part-time (roughly 10.5 hours per week) and the hourly rate depends on qualifications and experience.