Montessori School of Denver
LIBRARIAN – EXEMPT EMPLOYEE*
Job Description

The primary purpose of the Montessori School of Denver is to educate children and to teach and nurture the skills necessary for success in the 21st century based on a foundation of Montessori philosophy and principles and best educational practices. MSD also upholds the highest standards of independent school education as articulated in the Standards of the Association of Colorado Independent Schools (ACIS), Principles of Good Practice of the National Association of Independent Schools (NAIS), and the American Montessori Society’s (AMS) Philosophy and Practice and Code of Ethics.

MISSION STATEMENT
We are a dynamic educational environment empowering students to use diverse knowledge and experiences to reach their full potential and do good in the world.

EDUCATION RESPONSIBILITIES
- Prepare materials and lessons that meet the needs and interests of the children, are appropriate to their development, and are based on or are consistent with Montessori philosophy and practice, best educational practices, and the development of skills necessary for success in the 21st century.
- Collaborate with MSD faculty at all program levels to ensure cohesiveness between classrooms and library for student expectations and work.
- Be knowledgeable and competent in all relevant content areas and demonstrate consistent enthusiasm for teaching of the subjects.
- Be aware of and adhere to the Curriculum Chart.
- Participate in the Middle School Electives offerings.

LIBRARY RESPONSIBILITIES
- Select and purchase books, resource materials, and other materials that are compatible with the Montessori philosophy and curriculum.
- Catalogue all books in the library database.
- Maintain a student, teacher, Middle School, and parent library.
- Maintain a teacher resource area.
- Keep an accurate inventory of MSD books, DVDs, Audiobooks, and resource materials.
- Oversee and facilitate the circulation of library resources to students, teachers, and parents.
- Teach age-appropriate library skills to Kindergarten, Elementary, and Middle School students.
- Communicate regularly with classroom teachers about student observations.
- Collaborate with head teachers and specials teachers to ensure resources of interest are made available to them.
- Train teachers and staff in the use and opportunities in the library.
- Order books from Denver Public Library if unavailable at MSD for teachers.
• Look for opportunities to have guest authors visit.
• Contribute to school-wide newsletter, Montessori Matters, as requested with library updates and library recommendations.
• Host MSD Story Time for toddlers and half-day Primary students regularly.
• Be open to the implementation of new programs that enhance our community outreach and student support.
• Organize and implement an annual book fair.

GENERAL RESPONSIBILITIES
• Meet with the Assistant Head of School and other members of the Education Leadership team as needed to establish goals, discuss curriculum, etc.
• Prepare and submit curriculum overviews to the Assistant Head of School.
• Attend ACIS library meetings and visit other school libraries.

CLASSROOM ENVIRONMENT
• Prepare and maintain an environment that is well organized, orderly, attractive and aesthetically pleasing. Keep the materials, furniture, and the facility in good order and good repair, and appropriately manage classroom budget (both MSD main Library and Middle School Library).
• Create an emotional climate in the classroom that is warm and comfortable and in which the children feel safe and nurtured. Facilitate a cooperative and respectful classroom community.
• Define and support a clear process for resolving difficulties in the classroom.
• Model effective interpersonal relationships that are thoughtful and respectful.
• Manage the classroom in such a manner that children are able to concentrate on their work, be competent in their practice, and have confidence in their abilities.

PROFESSIONAL/PERSONAL GROWTH
• Set realistic and meaningful annual goals and work to successfully accomplish them.
• Continue to grow and keep abreast of current practice and materials by reading professional literature, participating in school professional development opportunities, attending a minimum of 15 hours of school inservices, going to workshops, and attending classes.
• Be able to engage in honest self-assessment and receive feedback from peers and/or supervisor.
• Be willing to improve and assume responsibility for his/her actions.
• Demonstrate the ability to reason, take multiple perspectives, be creative, take risks, experiment, and solve problems.
• Maintain a professional attitude on campus and at all school related events.
COMMUNITY ENGAGEMENT

Colleagues
- Discuss curriculum, classroom management, and educational philosophy with team peers. Collaborate and share expertise, welcome new ideas, and demonstrate the ability to be flexible.
- Share knowledge, space, and materials with colleagues.
- Participate positively as a member of program and staff teams.
- Deal directly with colleagues in regards to any unresolved issues. Utilize the MSD Grievance Procedure and avoid gossip.
- Be respectful of community agreements such as being prompt at meetings and fulfilling responsibilities.
- Serve on at least one of the various school-related committees or ad hoc groups as needed.
- Give and receive help from colleagues. Provide active, on-going support for all colleagues and demonstrate strong collaborative skills. Participate positively as a member of classroom, program and staff teams.

Parents
- Make parents feel welcome in the library by being helpful, kind, and respectful.
- Utilize parents as resources in the library (create volunteer opportunities).
- Write clear and informative progress reports that reflect student learning in the library.
- Participate in/present at Parent Education events.

General
- Perform other duties as assigned by the Head of School.
- Contribute to the overall life and community of the school wherever and whenever appropriate.

*Exempt employee is not eligible for overtime pay.*