

Academic Support/Librarian (Full-Time, 10 months)

St. Michael's Episcopal School seeks a special person to join our roster of experienced, motivated, and effective teaching professionals. This candidate will be responsible for a variety of duties ranging from classroom support to managing the collections of the lower and middle school libraries. The successful candidate continues to find joy in working with children, has exceptional training in the academic and social-emotional needs of elementary and middle school-age students, is a team player, and is able to contribute to the greater life of our school. Effective writing and speaking skills, a good sense of humor, a positive outlook, and an appreciation of the unique qualities of the age group are essential. This position requires flexibility as each day may bring varied opportunities from organizing a virtual book fair to substituting in fifth grade social studies to working on a community service project with a group of seventh graders. This candidate will be well supported by staff and administration, but will still need to be a self-starter with excellent communication and partnership skills. The successful candidate is a passionate and dedicated professional looking for a warm, collegial, exciting workplace that embraces both change and tradition. We put a strong emphasis on social-emotional skill-building, physical activity, interactive learning, and the use of varied educational tools. This position will report to Division Directors.

Teacher Responsibilities

- Library duties
 - Manage collection (including procurement of materials)
 - Distribute books and other materials to both teachers and students
 - Develop relationships with other library professionals and local booksellers
 - Oversee library volunteers
 - Oversee two library spaces, articulating needs for staffing, maintenance, and scheduling
- General support duties and skills
 - Utilize educational technology in an age-appropriate way
 - Join the rotation of teachers who assist with morning and afternoon carpool duty
 - Organize students into small groups for social education and other targeted instruction
 - Occasional substitute across a variety of LS and MS grade levels
 - Employ effective classroom management skills
 - Be prepared to pivot between on-campus and online learning as required by COVID related guidelines
- Perform all professional duties efficiently and punctually, manage resources effectively and meet deadlines and meeting schedules set by the School
- Attend and participate in faculty meetings and department meetings
- Perform professional duties as assigned by the Head of School or the Division Director. These duties include but are not limited to recess duty, lunch duty, and dismissal duty

Required Skills

- Master's Degree in Education or a related field is preferred
- Valid state-issued teaching certificate a plus
- 5+ years' experience in classroom teaching and/or library
- Excellent communication and organizational skills
- Ability to teach creatively
- Knowledge of educational technology platforms (SeeSaw, PowerSchool, Google Classroom)

St. Michael's Episcopal School provides children with superior academic instruction in an environment that acknowledges and develops the Christian values of kindness, respect, acceptance, integrity, responsibility, resilience, and compassion. The K-8 co-educational community is small enough (380 students and 50 faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Its student-teacher ratio is 11:1, with an average class size of 18 to 19 students. The School is located on a stunning 70-acre campus. Students hail from 30 different zip codes. Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving its mission and thus considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

Candidates should forward a cover letter, resume, and educational philosophy BEFORE JULY 22nd to employment@stmschool.net.