



Part-Time After-School Library Associate Position

International School of Brooklyn (ISB) is an independent, non-profit school known for its innovative and robust Pre-K 3 to 8th Grade French and Spanish language immersion programs and International Baccalaureate curriculum. The ISB experience is driven by six core values: inquiry-based learning, diversity, global curriculum, language immersion, community, and international mindedness. Dedication to these values enables ISB to develop each student's creativity, critical thinking, global citizenship, and intercultural understanding.

Job Description and Responsibilities:

The Part-Time After-School Library Associate is a member of the Library Team, who is dedicated to nurturing a passion for reading in students from Pre-K through 8th grade. The ISB Library is multilingual and holds over 15,000 print titles, a digital collection, and databases. The After-School Library Associate works in tandem with the Head Librarian and Librarian. This position is 5 hours a week and follows the academic year schedule.

Key Responsibilities:

- Monitor bustling Library usage after school: supervise Middle School students to ensure a respectful and productive environment. This includes communicating with parents, babysitters and elementary school students.
- Maintain an inclusive, safe and friendly environment
- Shelve library materials
- Process and catalog new materials and prepare them for shelving
- Maintain the physical appearance of library to ensure it is welcoming and tidy
- Circulate books (e.g. check in library books and assist patrons with library check out)

Candidates will have:

- Working on a Master's degree in Library and Information Science from an ALA-accredited university (preferably)
- Experience working in a school library or with youth
- Fluency in French and/or Spanish is preferred but not required
- Creativity, curiosity, and attention to detail
- Strong organizational and communication skills
- Ability to work collaboratively and independently in a dynamic school environment
- Passion for reading and books
- Appreciation for working with young people
- Sense of humor, flexibility, and interpersonal skills

- Proficient computer skills

Hours: Wednesdays 2-5 and Fridays 3-5pm

Hourly Rate: \$25 per hour

More About ISB

International School of Brooklyn is dedicated to ensuring that our school's commitment to an inclusive and just world is reflected in all aspects of our school - in our classrooms, school culture, policies, and practices. ISB's comprehensive commitment to diversity, equity, and inclusion requires all staff and faculty members to actively and thoughtfully engage in work, training, and reflection around identity, anti-racism, and anti-bias. All staff and faculty members are expected to promote an inclusive and equitable school community.

Successful candidates will demonstrate a commitment to anti-bias and anti-racism work and be open to learning about how implicit biases in race, ethnicity, gender identity, and socioeconomic class can shape curricula and pedagogy. Preferred candidates will have experience implementing anti-racist and equitable practices in their teaching and work and be excited about inspiring advocates, changemakers and leaders in our students.

Equal Opportunity Employment and Affirmative Action Policy Statement

International School of Brooklyn is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to sex, gender identity or expression, race, color, religion, age, national origin, disability status, sexual orientation, or marital status. We seek candidates who are committed to upholding our core values of diversity, international mindedness, community, global curriculum, inquiry-based learning, and language immersion. We actively encourage applications from candidates with broad and diverse backgrounds and individuals of all races, nationalities, identities, and beliefs. International School of Brooklyn is an Equal Opportunity Employer.

Email Maria Falgoust mfalgoust@isbrooklyn.org and attach a cover letter and resume to apply with "Part-Time After-School Library Associate Position" in the subject line. No phone calls, please.