



Position Title: Assistant Librarian (N-8)

Reports to: School Librarian

Employment Classification: Educational Support Staff

About The Ramaz School

In the heart of New York City is The Ramaz School, a leading co-educational, Modern Orthodox, independent school serving Nursery–12th Grade students and their families in the greater New York and Tri-State area Jewish community. Rooted in Torah and Mitzvot, Ramaz is committed to academic excellence, Hebrew immersion beginning in Nursery, love of Israel, Chesed, and fostering respect for others. Our students are encouraged to discover their strengths, develop responsibility, and embrace the Jewish imperative to help repair our world (Tikkun Olam).

Position Summary

The Ramaz School seeks a collaborative and detail-oriented Assistant Librarian to support the daily operations of the school library and contribute to a dynamic culture of reading, research, and intellectual curiosity. Working closely with the School Librarian and faculty, the Assistant Librarian helps ensure that the library remains an organized, welcoming, and engaging learning environment for students and teachers. This role blends library operations, student support, and program assistance. The Assistant Librarian will supervise students in the library, manage circulation procedures, maintain the collection, and help support reading initiatives and research activities. The position also offers opportunities to collaborate with faculty on classroom projects and reading programs that foster a lifelong love of books and learning. The ideal candidate enjoys working with students, is highly organized, and is passionate about supporting literacy, research skills, and thoughtful engagement with information.

Objectives

- Support the library as a welcoming, organized, and student-centered learning environment.
- Promote a culture of reading, research, and intellectual curiosity across grade levels.
- Assist in maintaining a well-organized, accessible, and thoughtfully curated library collection.
- Support faculty and students in accessing library resources and research tools.
- Contribute to engaging library programming and reading initiatives.
- Collaborate with the librarian and teachers to integrate library resources into classroom learning.

Responsibilities Include

- Supervise students in the library and help maintain an organized, welcoming library space.
- Perform circulation desk procedures, including checking materials in and out, placing reserves, and issuing overdue notices.
- Shelve books and process new library materials.
- Assist with collection maintenance, including acquisitions, weeding, and basic book repairs.
- Maintain accurate patron records within the library system.
- Support library programs and outreach activities, including bulletin boards, classroom displays, author visits, and reading initiatives.
- Provide reader's advisory and basic reference guidance to students and faculty.
- Collaborate with the librarian to co-design and support class projects, research assignments, and reading programs.
- Assist with or co-teach library or research skills lessons when appropriate.
- Perform other duties as assigned to support the needs of the school, including attending meetings and participating in school-related activities.

Skills and Competencies

- Strong organizational skills and attention to detail.
- Enthusiasm for books, reading, and fostering student engagement with literature.
- Ability to work collaboratively with librarians, teachers, and students across grade levels.
- Strong interpersonal and communication skills.
- Ability to manage multiple tasks in a dynamic school environment.
- Positive, flexible, and student-centered approach.

Qualifications

- Bachelor's degree required.
- Experience working with children or in an educational setting.
- Strong organizational and communication skills.
- Comfort learning and using library systems and digital tools.
- Enrollment in an MLS or MLIS program, or experience working in a library or bookstore.
- Experience with OPALS or a similar library management system.
- Reading knowledge of Hebrew.
- Familiarity with electronic databases, Google Workspace, and Canva.

Salary Range: 60K–65K commensurate with experience and education.

To apply: Please email your resume and cover letter to lscareers@ramaz.org. The Ramaz School offers a friendly, progressive work environment, a comprehensive benefits package, and the opportunity to meaningfully contribute to a vibrant learning community. Ramaz is an Equal Opportunity Employer.