



## **Lake Highland Preparatory School Position Announcement**

### **Upper School Library Assistant**

#### **About Lake Highland Preparatory School**

Lake Highland Preparatory School is Central Florida's premier, private, college preparatory school for Pre-K through 12th grade. When students enter our classrooms, they meet energetic educators who are passionate about what they teach and who focus on developing the greatest potential of each student. Our classes are small, providing the optimal setting for students to be encouraged and inspired.

At Lake Highland Preparatory School, students learn to question, create, challenge, analyze, and speak and write critically. They love learning, and each day we watch them reach for excellence, seek new discoveries, shine on the stage, and thrive in athletics. We not only prepare our students for success in college and beyond, but we also teach them to be compassionate leaders who make ethical decisions.

#### **School Mission**

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

#### **Library Mission**

The Lake Highland Libraries provide the Lake Highland community with inviting and comfortable academic hubs for quiet study, recreational reading, collaborative learning, and scholarly research. They are learning centers that welcome and support intellectual curiosity, diverse points of view, and responsible scholarship. The library faculty and staff respect every student's interests, learning styles, and abilities to provide all students with access to information, books, and media in a variety of formats. They cultivate a desire to read and expand personal knowledge and interests by providing physical and virtual access to a thoughtfully curated collection representing a wide range of genres and subjects. The Librarians collaborate with faculty to support and extend classroom learning. Students are taught how to locate, evaluate, organize, synthesize, and communicate information. They also learn the elements of digital citizenship and respect for intellectual property. Focusing on these skills prepares students to become independent researchers and lifetime seekers of knowledge.

#### **Vision**

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative, and ever-changing world. The school's "whole child" approach fosters confident, competent,



and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

### **Summary**

Calkins Library at Lake Highland Preparatory School is searching for an enthusiastic, team-oriented, and patron-focused Librarian Assistant who loves children and understands the library as the heart and hub of the school. General duties and responsibilities include monitoring students throughout the day, serving at the information desk, and assisting library patrons. This person will also assist with supervision of students and provide assistance to other departments, as needed.

This is a full-time, fully benefitted, 12-month position.

### **Education/Experience**

- Bachelor's degree or equivalent from an accredited institution
- Previous experience in a public, academic, or independent school library
- Experience using an integrated library system
- Proficiency in other types of library technology, especially library databases
- Positive attitude, strong customer service skills, attention to detail, and an ability to work independently as well as in a team
- Excellent communication and interpersonal skills
- Ability to work in a diverse, collaborative environment and interact effectively with faculty, staff, colleagues, and students

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

**Background Screening:** LHPS conducts background checks, including fingerprinting and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Lake Highland Preparatory School is an Equal Opportunity Employer. We encourage applicants from underrepresented groups to apply.