

Fort Worth Academy is seeking a part-time librarian for the 2021-2022 school year. The position is for approximately 15 hours per week, days are flexible.

Degree/Education: A minimum of a bachelor's degree in Library Science is preferred.

Responsibilities:

- Maintain library records and ensure it is updated.
- Perform regular audits of the information and inventory on file and purchase books and materials as needed.
- Educate students on how to properly search for information using the library databases.
- Maintain organization of books/reshelving and displays of books as they relate to activities, holidays, themes.
- Organize and host book sales, author signings, and other reading events.

Skills:

- A minimum of 3 years' experience working in a public or school library or book retailer.
- Excellent IT skills and knowledge of library databases.
- Outstanding organizational and interpersonal communication

Fort Worth Academy is recognized as a leader in progressive education for students in grades K-8. Founded in 1982, the Academy is home to more than 200 students engaged in an innovative approach to teaching and learning that moved the school to the national and international forefront of education. The Academy offers an experience expertly designed for the foundation years: kindergarten through grade eight. Small class sizes of no more than fifteen students ensure every child receives highly personalized attention. A diverse, welcoming environment inspires students to discover and pursue their own paths to excellence and a comprehensive curriculum offers challenges in academics, athletics, and the arts. As a result, the Academy's graduates enter high school prepared to excel. They are self-aware, confident, and motivated. The Academy's graduates are aggressively recruited by the area's premier high schools and attend nationally-ranked colleges and universities.

To apply for this position, all interested candidates use the email given below to submit answers to the following questions along with a resume and letter of interest in order to be considered for the position.

Questions:

1. What was the last book you read? Describe your thoughts on the book.
2. Describe a time in your life when you failed. How did you overcome the setback?
3. How would you describe yourself? Write your answer in a humorous or creative manner.

Please send your letter of interest, resume and answers to above questions to employment@fwacademy.org to be considered for this position.