

**Stone Ridge School of the Sacred Heart (Bethesda, MD)**  
**Library Assistant**

Stone Ridge is seeking a Library Assistant to begin August 16, 2017.

Stone Ridge School of the Sacred Heart, a member of the international Network of Sacred Heart Schools, is a Catholic, independent college preparatory school for girls, Grades 1-12, with a co-educational Early Childhood Program, Pre-Kindergarten, and Kindergarten. With over 700 students and rooted in the *Goals* of Sacred Heart education, Stone Ridge inspires young women to **lead and serve**, through lives of **purpose** that integrate **faith, intellect, community, social action, and personal growth** in an atmosphere of wise freedom.

The Library Assistant works primarily with the Upper School Librarian, shaping the scholarly, student-friendly climate of the library. S/he is responsible for maintaining a positive atmosphere that facilitates learning and study, attending to student behavior and the maintenance of the physical space, assisting the Upper School Librarian in re-shelving and cataloguing, and managing school-wide library resources. As needed, s/he collaborates with the Lower and Middle School Librarians on student projects, shelving, and inventory. The Library Assistant works on school days (Monday-Friday, with the exception of holidays) from 11:30am to 6:00pm.

The ideal candidate possesses a Bachelor's degree and demonstrates experience working with high school students. S/he holds a capacity for working with a range of learning abilities, and may have experience with integrating appropriate educational technologies into the library environment. S/he demonstrates patience and kindness in maintaining a positive and productive atmosphere. S/he has a working knowledge of library resources and organization, especially Dewey Decimal System. S/he demonstrates strong communication skills, a capacity for organization, a good sense of humor, and flexibility.

Compensation includes an hourly rate of \$17.00 and competitive benefits.

Applicants of diverse, underrepresented backgrounds are encouraged to apply. Interested candidates should complete the online employment application at <https://www.stoneridgeschool.org/srapplication>. As part of the online application, please upload a resume, statement of philosophy, list of references, and cover letter addressed to Corinne Fogg, Director of Curriculum and Professional Development, all in PDF format. The deadline for applications is June 19, 2017.