



Librarian and School Assistant

Part time, hourly, primarily mornings 20 hours per week

Mountain Sun Community School serves children aged three through middle school in a carefully prepared environment with highly trained teachers using Montessori principles along with other complementary educational practices and a strong emphasis on outdoor experiential education. Mountain Sun is Brevard's only independent school and was formed as a non-profit, parent-driven effort to create a caring, holistic community school that cultivates each child's passion and unique abilities.

OBJECTIVE

Mountain Sun Community School seeks a Librarian and School Assistant to manage our school library and serve a variety of assistance roles across the school. These include regular substitute teaching at all levels of the school, helping to create materials for classrooms, laminating and copying, and assisting teachers with various needs.

REPORTS TO: Executive Director

WORKS WITH: Mountain Sun Community School faculty, staff, and parents

RESPONSIBILITIES

- Library:
 - Organize, maintain, and document library of more than 1000 books
 - Work with teachers to maintain diverse, age-appropriate books and reading lists
 - Hold regular storytimes for children in the 3-6 year-old classrooms
- School assistant:
 - Regular subbing in the classrooms on an as needed basis, daily lunch duty, and frequent help with outdoor time for various classes
 - In conjunction with teachers, create materials for classrooms including printing, copying, and laminating
 - Provide support to Executive Director, faculty, and staff as needed

QUALIFICATIONS

Background in education for children of all ages. B.A. in Education or other relevant field preferred.

CORE COMPETENCIES

- Strong oral and written communication skills
- Dynamic and flexible interpersonal skills, including a joy for working with children
- A demonstrated passion for education and nonprofit work
- Self-directed, creative, multi-tasker, detail oriented
- Experience with successful team support, team leadership, and comfortable working independently
- Technological expertise:
 - Windows and Google Suite
 - Copy and laminating machines

TO APPLY

Interested candidates should email a resume and cover letter as a single PDF with “Librarian and School Assistant” in the subject line to michaelb@mountainsunschool.org.