



Library Assistant

PURPOSE

To provide an academically rigorous educational experience designed to help students know, love, and practice that which is true, good, and excellent and to prepare them to live purposefully and intelligently in the service of God and man.

MISSION

Think with excellence, believe with confidence, live with character.

VISION

To be a school known for graduates who positively shape culture through their faith and intellect.

MOTTO

Esse quam videri

“To be rather than to seem”

POSITION SUMMARY

Heritage Preparatory School seeks a talented individual to assist our Librarian in the 2022 – 2023 academic year. This individual will help with the organization and upkeep of both South and North Campus libraries and should be comfortable with learning library cataloging, basic bookbinding, and the school’s library software. This individual will also interact with classes who visit the library, by helping them check out books and reading aloud.

The hallmarks of the teaching environment at Heritage Preparatory School are excellence in academics inspired by a challenging classical curriculum with a biblical world-view; an uncluttered, disciplined atmosphere that focuses on high standards of behavior and Christian character; a partnership with supportive and involved parents, and strong collegiality and camaraderie among the faculty and staff. Faculty members should have deep content knowledge about the class/grade they are teaching as well as being faithful Christ-followers who desire to partner with parents to shepherd the hearts of our students. Applicants should submit an employment application which can be found on the Heritage [website](#).

Supervisor: Erin Hames, Headmaster

Status: Part-time, 20 hours per week

Salary: Commensurate with education and experience.

Hours of Work: Standard work week

Location: Atlanta (Midtown/Ansley/Morningside), 1700 Piedmont Road, Atlanta, GA 30324

EXPERIENCE

This individual should be proficient in typing and either knowledgeable or confident in their ability to learn and use our Follett-Destiny Computer Software when trained. This Individual must be self motivated and able to work independently on bookbinding and cataloging. Previous Librarian or Teaching experience is preferred but not required. A love of literature and a desire to instill that same love of reading great books is necessary.

PERSONAL CHARACTERISTICS:

- A credible profession of repentance and faith in Jesus Christ, commitment to a life of faith.
- Godly character (pastoral and other character references may be requested).
- Knowledge of Scripture and the ability to apply Biblical truth in interactions with students.
- Ability to articulate a biblical worldview and integrate that worldview into all subject matters.
- Understanding of and alignment with the mission, philosophy, and pedagogy of Heritage Preparatory School.
- A genuine love for children and a desire to nurture them in their academic growth and spiritual development.