



LYCÉE FRANÇAIS
DE SAN FRANCISCO

FULL-TIME LIBRARIAN POSITION – MIDDLE & HIGH SCHOOL

The Lycée Français de San Francisco is looking for a Full-time Librarian for the Ortega Campus.

The Lycée Français de San Francisco is a French immersion College Preparatory school in the San Francisco Bay Area, providing a challenging educational environment, based on the French national curriculum. Our program is designed to provide students with a structured, well-assimilated body of general knowledge while encouraging the development of analytical and critical thinking skills. Our students earn an American high school diploma, as well as prepare for the French Baccalauréat which qualifies them to attend European universities.

Essential functions:

Essential duties and responsibilities may include, but are not limited to, the following:

- Manage information and information retrieval
- Coach and provide assistance in the library:
 - Personalized support to students (counsel, introduction to new books)
 - Stimulation to books and collections
- Work in partnership with teachers around specific projects
- Manage the library operations such as catalog organization, book requests and orders
- Manage audiovisual equipment
- Provide assistance to students, parents and teachers.

Secondary responsibilities:

- Help students with their projects or school assignments
- Prepare and participate to field trips
- Collect and manage donations.

Qualifications:

- Minimum one year of professional experience in the field
- Experience with students preferred
- Fluency in the French language and good command in English
- Proficient in Dewey Classification, catalog organization and BCDI3 program
- Knowledge of literacy in French and English
- Knowledge of school curriculum
- Versatility and adaptability

- Energetic and proactive
- Proven ability to work well within a team and independently
- Leadership skills
- Organizational ability.

Education:

- Bachelor degree or equivalent French Diploma in related field
- Proficiency in BDCI3 software

Special Requirements (in accordance with ADA):

- Ability to lift and move boxes up to 20 LBS frequently.

Start Date:

Immediately

Status:

Full-time position, non exempt

Location:

San Francisco, Ortega Campus

To apply for this position, please submit your resume along with a cover letter and application form via <https://www.lelycee.org/about/jobs>

The Lycée Français de San Francisco is an equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. This position does not include any relocation assistance. No phone call please