



**Director of Library Services  
The Harker School—San Jose, CA  
July 2024**

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**Mission**

Our mission is to educate students for success at college and beyond, and to foster kindness, respect, and integrity within a safe and nurturing environment. We achieve academic excellence through the development of intellectual curiosity, personal accountability, and a love of learning. Our comprehensive program and exceptional faculty and staff help students discover, develop, and enjoy their unique talents. We honor individuality, embrace diversity, and promote leadership and service, preparing students to take their place as global citizens.



**Overview**

The Harker School seeks a director of library services TK-12, effective July 1, 2024. The primary goal of the position is to provide leadership that optimizes the educational outcomes of the library program, in line with the goals articulated in its vision statement: To empower students and staff to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of ideas and information. The director of library services reports directly to the assistant head of school, academic affairs and supervises and supports two upper school librarians, a middle school and transitional kindergarten librarian, two lower school librarians, a TK-12 electronic resources librarian and archivist, and six library assistants.

Harker is a private, non-sectarian, coeducational day school in San Jose for students in kindergarten through grade 12 that has earned international recognition for its top-level academics, quality teachers, outstanding facilities, and student achievements. Educating 1,978 students, The Harker School is the largest independent school of its kind in California, located on beautiful campuses just minutes apart.



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200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

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### **Fast Facts**

- Founded: 1893
- Students of color: 83.88% TK-12
- Faculty with advanced degrees: US 76%
- Financial aid awarded: \$3.9M
- Total students: 1,978 TK-12
- Total faculty: 221 TK-12
- Student/teacher ratio: US 8:1
- Students receiving aid: 7.6%

### **Academics**

At The Harker School, expert teachers offer students a world-class and well-rounded education. Starting from kindergarten, we tailor our students' courses and course selections to best meet their needs and optimize their learning. Over 270 courses upper school classes allow our students to refine a course of study uniquely tailored to their passions, that challenges, engages, inspires, and supports our students.

### **School History**

In the late 1880s, the town of Palo Alto had only about 1,400 residents. It would be another one hundred years before the term "Silicon Valley" was coined and the area became known as an innovation hub. The need for students who were well prepared to go on to top universities, including nearby Stanford University, was evident. At the behest of Stanford's first president, Frank Cramer founded Manzanita Hall, a college preparatory school for boys in 1893. Soon thereafter, Catherine Harker established Miss Harker's School for Girls. Incarnations of these academies eventually merged to become the present-day Harker School.

In 2018, Harker celebrated its 125th anniversary. Even though much has changed for Harker since its founding, much has stayed the same. The Harker School retains the core philosophy of its original incarnations as Manzanita Hall and Miss Harker's School: to provide students with the knowledge, insight, skills, and experience they need to succeed at the nation's best colleges and universities and become leaders for the common good.



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### **School History (cont.)**

While The Harker School has a long history, the upper school division began in 1998, adding one grade level each year with its first graduating class being the class of 2002. Immediately after the first graduating class matriculated to university, the upper school quickly earned recognition as a world class high school with its impressive college admissions. In 2006, a senior earned second place in the Intel Science Talent Search with many students earning finalist and semifinalist status in subsequent years. In 2014, The Huffington Post recognized Harker's upper school as having the second highest SAT scores in the country. In 2015, 4 of the 20 students Business Insider cited as the "Most incredibly impressive Kids Graduating from High School" attended Harker. In 2013, Harker students earned 11 of the 33 perfect AP Economics scores in the country, earning equally impressive scores in subsequent years. In 2019, Harker students received 14 of the 26 perfect AP Economic scores earned nationally. 65% (125) of our seniors from the class of 2023 are Nationally Merit recognized, with 35% (67) of them being National Merit Semifinalists. More important than test scores, colleges continually remark that Harker students "have soul" because of their intellectualism coupled with a kindness that has propelled so many to positively impact their communities on a local and national scale. Additionally, Harker's upper school graduates continually earns spots on Forbes Magazine's 30 under 30 lists, due to their positive impact in their communities and in the world. While we are on four campuses, we are one school. As such, the middle and lower school students and programs are equally impressive; strong K-12 articulation of skills is key to creating and enhancing the school that we have become.



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## **The Harker School Library Program**

The Harker School library program is grounded in information literacy, pleasure reading, robust resources, and curricular collaboration. Our extensive libraries feature robust print and electronic resources including over 100 subscription databases as well as fiction and non-fiction titles available 24-7. Combining this with highly qualified librarians, we support our students' research endeavors. Each of our libraries are staffed by at least one full-time librarian with an MLIS degree, and extensive experience in libraries and teaching. All our librarians are teaching librarians and work closely with our faculty to ensure that every student graduates from The Harker School with a comprehensive and robust education in research and information literacy.

- **Information Literacy**

- The cornerstone of our library program, information literacy, is the ability to effectively find, evaluate and use information across all media and disciplines. The complexity of our 21st century information universe demands that students be critical thinkers discerning researchers, ethical users, and creators of ideas.

- **Curricular Collaboration**

- Librarians regularly collaborate with teachers across subjects and grades to enrich lessons with information literacy skills. The TK-12 director of library services manages the library department and is responsible for The Harker School's archive.

- **Robust Resources**

- In addition to our print collections, our electronic resources ensure that students have 24/7 access to more than 100 outstanding subscription databases and thousands of fiction and non-fiction titles through e-book subscription services.



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- **Pleasure Reading**
  - Students enjoy rich collections of print, e-books, and audio books selected to support their interests and passions. We promote pleasure reading through book clubs, book talks, author visits, special displays, and summer reading programs. In 2017, Harker's upper school summer reading program was recognized nationally by the American Library Association.
- **Digital Archives**
  - Our entire community of faculty, staff, students, and alumni enjoy and learn about our rich and deep history as well as be reminded of our most recent successes via access to Harker's digital archives, maintained by our archivist and electronic resources librarian.

### **Mission Driven K-12 Library Programs**

- **John Near & Mitra Family Scholar Grant Program**
  - The scholar grant program was created in 2009 to allow select seniors and their teacher-mentors the opportunity to pursue an independent, yearlong research on a topic of their choice in the discipline of United States history or the humanities. Each student is assigned a librarian and a content mentor. Several scholars have had their research published in undergraduate journals upon their matriculation to college. The director of library services plays an integral role in working with the history department and the students involved in the program.
- **The Ogre Awards**
  - An annual event since 1996, mirroring the Oscars Awards, gives second-grade students the opportunity to re-enact excerpts from their favorite fairy tales in library books, after a yearlong study of folk and fairytales during their weekly library class. The tradition makes a profound impact on the lives of participating youth.



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## San Jose

With just over 1 million residents, San Jose is one of the largest metro areas in the U.S. and the largest in the Bay Area, having quietly surpassed San Francisco. San Jose lies in the heart of Silicon Valley, 45 miles south of San Francisco, and 15 miles from Palo Alto and Stanford University. This vibrant, diverse city offers close-knit neighborhoods, a Mediterranean climate, and a high quality of life. In its evolution from the Aboriginal homeland of the Muwekma-Ohlone Tribe to technology hub, San Jose has been influenced by a variety of cultures. Many of the area's neighborhoods have a rich Latino or Asian influence. Central/South American and Vietnamese enclaves are found throughout the metro area, as is a Japan town with 125 years of history.

The San Pedro Square Market in downtown San Jose provides a gathering space for foodies who come to stock up on produce from local farms. For a different type of shopping, residents head to Santana Row in West San Jose, which has upscale shops and boutiques. Professional sports fans root for the Sharks (hockey) at the SAP Center ("the Shark Tank" to locals) and the Earthquakes (soccer) at Avaya Stadium. For football, those who live in San Jose head to the state-of-the-art Levi's Stadium in neighboring Santa Clara, now home to the San Francisco 49ers or to Stanford University just to the north.

The city also offers access to a wide range of cultural activities and access to the outdoors. Cradled by the foothills of the Santa Cruz Mountains and Diablo Range, with the Pacific shore close beyond, San Jose offers a prime environment for outdoorsy residents, with its proximity to the ocean, the Sierra Nevada, and the vineyards – not to mention about 300 sunny days a year.

Also, camping and hiking in Yosemite National Park, as well as skiing and watersports in Lake Tahoe, are just a few hours' drive away. Napa Valley wine country is less than two hours away by car, and the Santa Cruz beaches are a 45-minute drive. And for technology enthusiasts, The Tech Museum of Innovation offers hundreds of family-friendly interactive exhibits devoted to science and technology.



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## **Library Facilities**

For over 26 years, our director of library services has been integral in envisioning and designing libraries on each of our campuses. When the lower school moved to its own campus in 1998, the director of library services oversaw the design of a library specifically created to meet the needs of our K-5 students. In 2008, our director of library services was able to be a part of designing a new upper school library as our needs continued to grow. Most recently, when the middle school moved to a new campus in 2021-22, our director of library services and campus librarian designed a new middle school building that uniquely met the needs of our middle school. Currently, we are undergoing a long-term master planning process for our lower and upper school campuses; the director library services K-12, will have a unique role in shaping these libraries and helping our campus librarians design new libraries to meet the evolving needs of our students and growing library programs on both campuses.

## **Professional Qualities**

The Harker School is interested in candidates who can support, articulate, and promote a mission-driven, inclusive, and equitable student-centered model of education. Along with excellent organizational and leadership skills, ideal candidates will have backgrounds that demonstrate most, if not all, of the following:

- A warm, approachable, and visible presence on campus that invites and respects the views of others yet is decisive when needed.
- Highly organized, persistent, and able to motivate others to achieve.
- Actively engaged with students, faculty, and staff, in the daily life of the school, preserving and promoting the warmth and closeness that defines The Harker School culture.
- Excellent and immediate follow through, whether via email or via interpersonal interactions, therefore communicating that you care about those and the needs for whom you are serving.
- Knowledge and understanding of effective teaching and instructional practice.
- A deep understanding and appreciation for diversity and a demonstrated commitment to equity and inclusion.
- Strong familiarity with significant educational, DEI, and technology trends in independent schools.
- Effective communication with faculty members, staff, and students in a clear concise, and timely manner, keeping these groups appropriately informed of potential issues and or needs.
- Collaborative approach to leadership and the ability to grow others professionally.
- A lifelong learner who uses the latest research to complement their own experiences.
- Master's degree in library and information science (MLIS) from an accredited ALA school.
- Five years of library experience with two in a management capacity, preferred.



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## **Key Responsibilities**

- Administration and Planning
  - Manages the campus librarians on each of the school's three main campuses, in addition to all the professional librarians, the archivist, and the library assistants.
  - Creates and manages budgets for the three libraries.
  - Administers the K-12 library program, including hours of operation, circulation and collection development policies, disciplinary policies, and use of library facilities.
  - Prepares orientation and in-service activities for faculty.
  - Develops new programs and conducts periodic program evaluations.
  - Interviews, hires, trains, and evaluates professional staff; interviews and hires paraprofessionals.
  - Organizes and facilitates staff meetings, attends professional conferences, and promotes the professional development of the staff.
  - Oversees the ordering of all K-12 materials.
- Teaching
  - Approves curriculum for grades K-5 developed by the campus librarian
  - Teaches/collaborates at the US approximately 10 hours/week.
  - Collaborates with teachers and librarians for class research projects.
  - Promotes the information literacy curriculum, K-12
- Library Promotion
  - Plans the marketing strategies for promotions on both campuses.
  - Represents the library at various school community functions.

## **Salary Information**

The approximate salary range for this position is \$125,000-\$150,000.

## **To Apply**

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and a statement of educational philosophy to Justine Brown ([justine.brown@carneysandoe.com](mailto:justine.brown@carneysandoe.com)) and Namita Bhattacharya ([namita.bhattacharya@carneysandoe.com](mailto:namita.bhattacharya@carneysandoe.com)). **Please do not contact the school directly.**



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