

Middle School Teacher Librarian - Job Description

Position:	Middle School Teacher Librarian
Starting date:	August 2024
Responsible to:	Middle School Principal
School section:	Work across Grades 6 to 8 in the IB Middle Years Programme . Ideally, candidates applying for this role will have previous experience of MYP programmes.
Main Working Relationships:	The Librarian will work as part of the Middle School Academic Team, under the leadership of the Middle School Principal.

Minimum Requirements:

- Bachelor's degree, Librarian certification and classroom teacher certification required;
- Recent librarian experience in a comparable school;
- Knowledge and experience of IB programmes an advantage;
- Excellent communication skills in English;
- Library specific IT competence and experience required;
- Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing or walking in order to carry out the role as librarian.

Core Purpose:

The core purpose of a teacher / librarian at International School Basel (ISB) is to provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and is an integral component of the learning/instructional program in order to offer students the encouragement they need to thrive at ISB. Our team of educators works to enable all students to learn effectively as well as providing support for the academic and pastoral needs of all students, supporting the mission and values of ISB at all times.

ISB Philosophy and Objectives:

It is expected that all educators will become familiar with the school's mission and guiding statements, working to promote these in all aspects of their role.

**"We all want to learn more;
We all do it in different ways;
We all have fun learning;
We all help."**

Librarian Specific Responsibilities:

Administration and Planning

- Plan, implement and evaluate the library's programme, policies, and services that support the school's mission and instructional objectives;
- Prepares and administers the library's budget including ordering books and other materials;
- Serves on appropriate school committees such as departmental, grade level, and curriculum committees as required;
- Assists in planning for adequate library facilities including collaboration with librarians on other ISB campuses;
- Provides the ISB management with statistical information regarding the library, as required;
- Provides communication to the school community regarding the library and its services;
- Works within the school's timetable to ensure timely access to library for all students and staff, as well as time for library management activities.
- Creates and maintains a modern, effective library space to meet the needs of 21st Century learners.

Instructional and Curriculum Support

- Teach a Homeroom section in one of the grades as per need; to the extent possible, HR teachers follow their students throughout middle school.
- Coordinates and participates in the planning and implementation of an information skills continuum which includes appreciation of resources, information retrieval, and utilization of resources;
- Support the role of academic research, Personal Projects, and project-based learning;
- Collaborates with teachers in implementing integrated instructional activities, applying current instructional strategies;
- Prepares bibliographies and lists of resources;
- Coordinates promotional library activities (e.g. book fairs, library clubs, exhibits author visits);
- Coordinates a variety of services, including class visits, individual and small group instruction;
- Serves as information specialist to assist teachers and students in selection and use of instructional materials;
- Coordinates intra-library loan services;
- Conducts staff and student orientation to the library's services and programs;
- Provides library/technology in-services training activities for staff and students;
- Maintains professional materials collection, including periodicals and publishers' catalogs;
- Coordinates selection of materials for reserve collections and special units of study.

Resources

- Develops, updates and publicizes the school library materials selection policy;
- Reviews professional journals, bibliographies, selection aids, publishers' catalogs and brochures and routes these to staff as appropriate;
- Confers with sales representatives and communicates to staff and administration as appropriate;
- Consults with staff and students in evaluating, selecting and acquiring library resources and equipment;
- Provides a variety of print and media/technology related resources;
- Classifies, catalogs, and organizes the library's materials for maximum accessibility and availability;
- Maintains an inventory of the library's materials and equipment;
- Maintains a system for circulating and retrieving the library's resources.

In addition to the above-mentioned Librarian Specific Responsibilities, all teachers at ISB are expected to fulfill the Expectations of Classroom Teachers at ISB (as is appropriate for a Librarian role).

Learning@ISB

Learning@ISB provides our community an overview of the key principles about learning that we value as a school in line with our mission and guiding statements.

ISB believes learning is a journey that happens when learners are engaged, motivated and academically challenged, generating an appetite for continuous learning and a compassionate attitude towards others and the betterment of the society and environment around them.

Using the key principles as outlined by **Learning@ISB**, teachers at ISB strive to provide enjoyable learning that:



Based on the key principles of **Learning@ISB**, the following are the [Expectations of a Teacher](#) at ISB:

<p>A. Teaching and Learning</p> <p>A teacher at ISB demonstrates subject and curriculum knowledge by:</p> <ol style="list-style-type: none"> 1. Understanding the Content and Concepts 2. Creating a Supportive Environment 3. Maximizing the Opportunity to Learn 4. Activating Hard (Deep) Thinking by planning, structuring, explaining, questioning, interacting, embedding and activating, including but not limited to, opportunities for students to engage with the dimensions of <u>GlobalCitizenship@ISB</u>.
<p>B. Assessment and Reporting: monitors, assesses and reports on learners' work and progress, in accordance with ISB's policy and procedures.</p>
<p>C. Curriculum Development: contributes to the development of curriculum (the production and ongoing review of units and/or schemes of work - including Interdisciplinary Units), ensuring both diversity and inclusivity are incorporated to student learning experiences</p>
<p>D. Student Well-Being: all teachers are required to complete safeguarding training and to follow the ISB guidance on Child Protection and Safeguarding. ISB teachers play an active role in all aspects of the pastoral care of students, focusing on their social and emotional development. Almost all teachers in the Junior, Middle and Senior School are also homeroom tutors.</p>
<p>E. IB specific Responsibilities: all teachers are expected to promote and embed key dimensions of the IB learner profile and service learning. Teachers also supervise the PYP Exhibition, MYP Personal Projects and/or DP Extended Essays, as appropriate.</p>
<p>F. Wider professional responsibilities: contributes to the holistic life of the school through involvement in our Activity Programme and by participating in other school-related activities, such as concerts, sports events, graduation, etc. (some of which may take place outside of the school day).</p>
<p>G. Skills and attributes</p> <p>A teacher at ISB:</p> <ul style="list-style-type: none"> • Creates a stimulating learning environment which engages all students, drawing from a wide range of cultural and educational backgrounds/perspectives • Works collaboratively with EAL and Learning Support teachers in a co-teaching learning model, as required • Works collaboratively with colleagues within and across subject disciplines • Demonstrates IT competence and experience • Is passionate about keeping up with developments in the field of education, through reading and participating in in-service courses and workshops • Shows willingness to be a 'risk-taker' - trialing and sharing new ideas • Has excellent communication skills in English, both oral and written • Has excellent interpersonal and organizational skills • Exercises tact and discretion and maintains appropriate confidentiality • Has a strong work ethic and an excellent attendance record • Demonstrates reliability and initiative both individually and as a team member in support of school activities both within and outside of the classroom • Is adaptable, flexible and positive

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