



Job Title: Librarian

Reports To: Principal (MC) (PC)

Qualification:

- Minimum of a Bachelor's Degree and certification in library science
- IT skill (Microsoft system and Google proficient)
- Experience in working with school aged children

Overall Role: As a leader the school librarian creates an environment where the love of literature thrives. It is the expectation that the library is the hub for inquiry and that the librarian is integral in supporting students through the research strand of the ATL skills. The Librarian is involved in benchmarking the library program to school and program standards. Tasks may include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information and serve as a teaching librarian.

Main Responsibilities :

Organization

- Ensure the library is a well organized, welcoming environment where students and staff want to be a part of the library community that promotes curiosity and inquiry. (poetry and prose readings, special guests, and competitions)
- Evaluate materials to determine outdated or unused items to be discarded.
- Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.

Program

- Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
- Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access that support the Units of Inquiry.
- participate in the PYP and MYP planning meetings to have a clear understanding of the literary needs for each grade level as well as how to support the role of the media center in inquiry
- Assemble and arrange display materials.
- Creatively open up the library as the center of the community (book talks, learning centers, featured artists, featured authors, co-teaching, etc) before and after school, as well as during break times.
- Proactively be Involved in the PYP Exhibition and MYP Personal Project and Academic Honesty with G11/12.

Individual students:

- Analyze students needs/requests, and assist in furnishing or locating that information based on their interest or reading levels.
- Teach library patrons to search for information using databases, ensuring that students are taught how to cite sources, find resources, etc. .
- Compile lists of overdue materials, and notify borrowers that their materials are overdue.

- Organize after school and evening (boarding) events, where the library is a focal point for students

Other:

- support for teachers by helping to source adequate library resources
- Daily supervision in library when opened before/after school and during breaks
- Attendance at school events as requested by administration
- Other tasks as assigned

Personal Qualities:

- Ethical
- Professional (dress, language use, connections with medical community)
- Nurturing and friendly
- Proactive
- Organized
- Problem Solver
- Flexible

Working Hours:

- (PC) 8:00 AM – 4:30 PM, Monday to Friday, except when requested by an administrator
- (MBC) 8:00 AM – 4:30 PM, one nightly supervision in library with residential program

A Satisfactory Police Clearance Check and Medical Clearance Check is required as part of our hiring practice