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| Lower School Librarian / Media Specialist - Vacancy: 19/20-014 |
| Number of vacancies: | 1 | **Working conditions:** | Full time – Indefinite duration contract |
| Brief description: | The teacher is a resource person for student and parents. Teachers are expected to be aware of the philosophy, goals, objectives and policies of the school and to co-ordinate personal goals and objectives within this framework. Teachers report to the School Principal. |
| To apply | Please submit your online application in English through ISL’s Careers webpage: [ISL application link](https://vacancies.islux.lu/jobs)before 20th May 2019 |
| To begin: | 1 August 2019 | **To end:** |  |
| We offer: | Leadership, inspiration and support.  A competitive salary scale with a range of benefits and we are an Equal Opportunity Employer.  For further information, please visit our website (www.islux.lu). |
| Profile: (training, experience, skills and aptitudes necessary to do the job) |
| * Minimum of Bachelor’s Degree or equivalent in library and Information science;
* At least two years of successful experience working in an international school environment as a full-time school librarian and familiarity with international school curricula;
* Broad experience with English-based book collections and circulation systems with respect to the curriculum taught in the classrooms;
* Strong interpersonal skills in supporting and working with teachers and their students in their regular classroom activities and research efforts;
* Broad knowledge and strong interest in promoting technology to further learning;
* Experience of promoting deep learning strategies and understanding differentiation to support and enrich student learning;
* Experience of working to develop thinking, learning and independence through inquiry;
* Experience and desire to co create thinking and learning environments;
* An international outlook, with network connections with school Librarians all over the world and also locally;
* The ability to raise the profile of the Library and promote reading throughout the school via different channels, including social media, reading events, visiting authors, etc.
* Experienced in a collaborative teaching and working environment, used to connect and work with different departments;
* Fluency in English (near-native level); preferably some knowledge of French and German;
* Excellent ICT skills (online databases, e-books, social media) as well as experience with library information systems;
* Strong administrative skills, to efficiently manage the Library budget and conduct necessary ordering of Library resources in an organised manner.
* An understanding of the student body in international schools, with the emphasis on diversity of culture and experience with students who are English Language Learners.
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| The successful candidates must: |
| * Be passionate and enthusiastic about students and their education and instilling a love of reading in everyone at ISL;
* Be innovative in library media and information literacy;
* Be responsible for own learning and well-being: value continuous learning, collaborative work, self-reflection, and resiliency;
* Be confident and motivated in working with students, parents and colleagues: build and maintain partnerships;
* Be pro-active, well-organised and discreet;
* Be adaptable to a wide range of situations, work independently as well as part of a collaborative team;
* Be an effective communicator by reading, writing, speaking and listening confidently and reflectively as well as asking questions appropriately;
* Be committed to the health, safety & security of children, including child protection issues;
* Demonstrate ethical behaviour in and out of the School;
* Be a contributor to the World, culturally sensitive, create a caring environment for students and display care, empathy and consideration for others.
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| Among main responsibilities |
| Facility and Resources management * Recommend, in consultation with the Lower School Staff, the purchase of books, magazines, newspapers, audio-visual materials, equipment, furniture and supplies suitable for the school library in the lower school;
* Manage the Lower School Library budget as established by the Director and Lower School Principal;
* Access, catalogue and prepare for circulation all books and other materials received;
* Ensure that the collections are properly maintained and easily accessible;
* Ensure that visual displays enhance the Library/Media programme;
* Work with the second librarian to manage and facilitate satellite libraries;

Teaching and curriculum* Know the library collection thoroughly, so as to be able to assist students and teachers with their needs, help them to locate information that will help them with their research projects and instruction;
* Collaborate with teachers and parents on the use of the library resources;
* Promote, encourage and develop (a/one) reading among students of all ages and levels;
* Prepare special collections of books as needed;
* Teach and work with students to enhance their access to library media and teach them how to use the library resources;
* Teach and work with students to enrich their learning with library media;
* Act as Subject Coordinator for Media/Library Technology in the Lower School;
* Collaborate with the Lower School Assistant Principal for Teaching and Learning and  ICT facilitators to support learning throughout Lower School
* Work in close collaboration with the Upper School Librarian;
* Liaise with local libraries to leverage ISL English based book collections and introduce Luxembourgish collections to ISL students;
* Responsibility for the promotion of Non-English Language collection.

Staff management and other duties* Collaborate with the Teaching Assistants in the Book & Resource Rooms;
* Supervise and direct the work of the Teaching Assistant in the Library as well as parent and student volunteers;
* Attend Grade Level/Subject coordinator collaborative planning meetings (PS-G5) ;
* Such other duties as may be assigned by the Director.
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