

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: LIBRARIAN – Elementary School, Puxi Campus
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191 days

POSITION SUMMARY: Information literacy, reading promotion, collection development & management, library programming and advocacy.

LIBRARY MISSION: As the heart of the school, the library fosters a culture and love of reading, learning and literacy by providing a safe, welcoming and inclusive environment. We empower individuals to freely explore diverse perspectives and grow as ethical readers and researchers. By providing access to a comprehensive collection of print and digital resources, we support the SAS community by encouraging them to discover their passions, become lifelong learners and make sense of an ever-changing world.

We offer a range of resources for students, parents and staff including over 50,000 books, 7,000 eBooks and audiobooks, and over 20 electronic databases for students. Our teacher-librarian meets with classes on a regular basis to bring our library mission to life, in alignment with our transdisciplinary transfer goals, learning principles, and the SAS mission.

SUPERVISED, EVALUATED BY & REPORTS TO: Elementary School Principal

QUALIFICATIONS:

- Bachelor's Degree (required); Education Degree (preferred); and Library Certification/Master of Library Science (MLS)
- Five years' library and/or teaching experience
- Prior experience of supporting the development of transdisciplinary skills (critical thinking, skillful communication, effective collaboration, creative learning, ethical global citizenship) in students
- Experience with inquiry-based learning
- Strong collaborative skills
- Embrace a philosophy of diversity, equity, inclusion and belonging

RESPONSIBILITIES:

Role as an educator:

- Ensure the ES Library is a welcoming and inclusive hub for fostering student engagement, parent/family/teacher partnerships, and community involvement
- Foster a love of learning and reading in students
- Use a teaching approach that is aligned with and supports the SAS curriculum, instructional strategies, and personalized learning experiences

- Collaborate with teachers, specialists, instructional coaches and curriculum consultants to integrate information, media skills and transdisciplinary skills into units and lessons
- Help students, teachers and parents to locate, select and utilize library materials and model and encourage the ethical use of information

Role as a manager:

- Maintain a collection that is accessible, current and diverse; evaluate, select and acquire new library materials to ensure that we have an exceptional collection of resources to meet the diverse needs of our students.
- Ensure that the library collection has a variety of digital and print resources to support all students and learning styles
- Manage the library budget
- Follow schoolwide library policies regarding material selection, circulation, reconsideration of materials, and any additional school policies
- Oversee the library management system, manage the Libguide and databases. Instruct teachers and students in using these digital tools.
- Generate and analyze usage and circulation data of both print and digital resources
- Advocate for the library and its relevance and importance in relation to student learning
- Remain an active, accessible, and informed proponent of the school library profession
- Collaborate regularly with the other librarians at SAS to ensure alignment in library policy, programming and operation
- Collaborate with elementary school leadership
- Participate in selecting and training library support staff and volunteers

SAS believes that each employee makes a significant contribution to our success and that contribution should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the school that each employee will offer their services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

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Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind, be aware that:

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.