

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: Manage staff, oversee the collection & cataloging of library materials, & develop & direct programs for students and staff.

The mission of our Elementary Library is to spark students' imagination and inspire in them a love of reading, language and life-long learning. At the same time, we work to develop in students digital literacy including the skills needed to access and evaluate a wide range of information and sources towards becoming critical thinkers, effective communicators, creative learners as well as ethical global citizens. We offer a range of resources for students, parents and staff including over 50,000 books, 5,000 eBooks and audiobooks, and 10 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

PREFERRED QUALIFICATIONS:

- Bachelor's Degree (required) and Library-Media Specialist Certification or Master of Library Science (MLS)
- Five years' library and/or teaching experience
- Prior experience of evaluating and re-designing library/media centers, to support the development of transdisciplinary skills (critical thinking, skillful communication, effective collaboration, creative learning, ethical global citizenship) in students
- An understanding and ability to communicate to SAS stakeholders the future purposes of a library-media center in relation to student learning
- A learning leader in the area of inquiry-based learning
- Strong management and operational skills of resources

PARTIAL LISTING OF DUTIES & RESPONSIBILITIES:

Library Media Center as a Community Hub:

- Ensure the ES Library is a welcoming and inclusive hub for fostering parent/family/teacher partnerships, community involvement, and high student engagement
- Foster a love of learning and reading in each student

Teaching and Learning Leader: Program Evaluation, Design and Implementation

- Share expertise and lead the visionary process and execution of designing and implementing an action plan to innovate the ES Library design

- Update and develop resources and instructional approach that is aligned with and supports 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
- Collect and analyze data to improve instruction and to demonstrate correlations between the library programs and student growth
- Formulate policies and procedures in conjunction with elementary school leadership to implement the library media program

Library Resources:

- Administer/allocate the library budget
- Keep materials collection accessible and current; evaluate, select and request new library materials and equipment to ensure that we have an exceptional collection of resources to meet the diverse needs of our students and to reflect our commitment to diversity, equity, inclusion and belonging
- Ensure that material for curricula include information, media, visual, digital, and technological literacy to support all students and learning styles
- Be an active participant in maintaining and planning technological resources for the library and media center in partnership with the technology coach and divisional leadership

Library Operation:

- Participate in selecting, training and in servicing library support staff and volunteers
- Maintain a comprehensive system for cataloging library materials and to instruct teachers and students in use of the system
- Help students, teachers and parents in locating, selecting and utilizing library materials and technology and being an ethical user of information
- Manage the digital collection and the Book Room
- Maintain and follow school policies regarding materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use

Professional Community Connections:

- Remain an active, accessible, and informed proponent of the school library profession
- Cooperate and collaborate with the other school librarians at SAS to ensure alignment in library policy and operation
- Collaborate with elementary school leadership

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- 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.

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