

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: LIBRARIAN – SECONDARY SCHOOL, PUXI CAMPUS
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191

POSITION SUMMARY:

Faculty members within Shanghai American school are recognized, along with students, as the school's most valuable resource. Faculty members are recruited and offered employment based upon prior exemplary performance. Librarians must be fully credentialed/certified for their respective assignments and must maintain professional excellence and credentials throughout employment. To be offered employment, faculty members must indicate a willingness to commit to two years of excellent service to our students.

SUPERVISED, EVALUATED BY & REPORTS TO:

Middle School and High School Principals

JOB REQUIREMENTS

- Minimum Bachelor degree and Library Media Specialist or Master of Library Science (MLS).
- Minimum five (5) years of experience in education including at least two (2) years of library experience
- Demonstrated knowledge of Middle and High School curricula and the needs of secondary students
- Demonstrated successful Middle and/or High School experience
- Demonstrated evidence of strong management and operational skills

JOB GOALS

- Ensure that students and staff are effective users of ideas and information
- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- Instill a love of learning in all students and ensure equitable access to information
- Collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- Provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of Shanghai American School and is an integral component of the learning/instructional program

GENERAL PERFORMANCE RESPONSIBILITIES:

- Actively Support and promote the school's mission and core values.
- Develop meaningful relationships with students, parents, and colleagues so that we can all work in partnership as learners.
- Engage with colleagues to ensure students experience learning as well-articulated building blocks as they progress from elementary through middle and on to high school.

- Provide students with regular opportunities to engage in authentic learning by making real-world connections, including connections with our host country.
- Actively seek opportunities to make cross-curricular connections while working with colleagues to engage students in standards-based learning.
- Integrate technology to seamlessly support student learning in transformational ways in line with the ISTE standards.
- Actively contribute to collaborative teams, the middle school and high school, and Shanghai American School by remaining positive, flexible, supportive, and dedicated to continuous improvement for the benefit of students.
- Perform additional duties as assigned by the Principal.

SPECIFIC PERFORMANCE RESPONSIBILITIES:

- Ensure the Secondary Library is a hub for maintaining high student engagement, and community involvement, where opportunities occur for MS and HS students to converge, explore, and collaborate daily.
- Join teachers and other internal and external partners and stakeholders to plan and implement experiences that will extend the SAS mission.
- Adopt a community engagement mindset and develop and maintain relationships with local and other international schools, community groups, and non-profits in order to extend the SAS library program out into the community-bringing resources in and sharing resources out.
- Foster a love of learning and reading in each student and seek ways to build on that love of reading as students progress to high school.
- Guide students to read for understanding and for exposure to diversity of viewpoints and genres, as well as for pleasure.
- Collaborate with Language Arts/English teachers to build curriculum including links, including IB DP and AP, that can be evidenced in the library program and programs.
- Curate, evaluate, select and maintain our exceptional collection, both digital and print, to ensure that we continue to meet the diverse needs of our students, support the SAS curriculum, and promote Shanghai American School core values.
- Be at the forefront of current trends in middle school and YA literature, use that knowledge to build passion among students and the community.
- Empower students to become critical thinkers, skillful researchers, and ethical users of information across the 6-12 curriculum.
- Build a continuum of research skills that give our students, including those in the IB DP and AP programs, the tools and approaches needed to do deep and skillful research that will carry them through university and beyond.
- Manage and maintain the library management system (Destiny) in collaboration with the other Shanghai American School librarians.
- Manage the digital library (includes software, databases digital magazines and ebooks) and budget, evaluate data on usage to drive decision-making on purchases, update and troubleshoot digital content, work closely with the IT department to maintain digital access.
- Have a deep knowledge of Destiny, Overdrive, LibGuides and Schoology.

SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contributions should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.