



Instructional Media Specialist

Job Description

The school librarian is responsible for supervising and managing the school's two student libraries. The librarian provides services and resources which allow students to develop research skills and collaborates with teachers at all grade levels to ensure that the libraries are involved in instructional programs in the school. This is a full-time position.

Minimum Requirements

- Bachelor's degree or higher in educational technology, library science, or a related field
- Knowledge and experience with library science and research technology
- Fluency in the English language
- Two letters of recommendation from previous employers

Preferred

- Masters degree in library science
- Experience working in international schools
- At least 2 years experience managing a school library

Duties and Responsibilities

Instruction and Curriculum:

- Provide both group and individual guidance and instruction to students to help develop research skills using modern technology and research methods
- Provide formal and informal instruction to students in digital citizenship and ethical use of information and the internet
- Coordinate with teachers about ways in which library programs can be incorporated into school curriculum
- Create a supportive library environment that encourages a joy of reading in students
- Arrange in-person and/or virtual visits and presentations from community members (authors, poets, *etc.*) that support library programs.

Library Programs:

- Maintain accurate records of textbook and stack library inventory and borrowing.

- Develop and supervise efficient textbook checkout and return procedures.
- Assist in researching, sourcing, ordering, and cataloging library materials that support school programs.
- Advise the leadership team on library resource needs.

Other Duties and Responsibilities:

- Supervise and delegate responsibilities to librarian assistants and student volunteers
- Maintain a safe, nurturing library environment conducive to learning, study, and reading for pleasure
- Have excellent, positive communication skills with colleagues, supervisors, students, and parents.
- Other duties, as assigned by school leadership.

KPIS International School is dedicated to providing a high-quality international education to our students in a safe and nurturing environment. As part of our commitment to child protection and safeguarding, all candidates for employment must provide a self-disclosure, including criminal background check, complete work history, and references indicating that the candidate is fit to work with children.

Length of probationary period: 120 days

Direct supervisor: Director of School Improvement

Direct reports: None