

Librarian

Job Description-Reference code 010015

Category: Librarian

Department: Teaching & Learning Department

General Qualifications:

- Bachelor's or Master's degree in Library Science, Information Science, or a related field.
- Strong knowledge of library principles, practices, and standards, including cataloging, classification, and collection development(3 years' experience and above).
- Excellent communication and interpersonal skills for interacting with students, teachers, parents, and community members.
- Proficiency in library management software, digital resources, and information technologies.
- Ability to collaborate effectively with stakeholders, including educators, administrators, and community partners.
- Commitment to promoting literacy, fostering a love of reading, and supporting diverse learning needs.
- Organizational skills and attention to detail for managing library collections, resources, and services efficiently.
- Adaptability and creativity in responding to evolving educational trends, technological advances, and student needs.

Reporting: Teaching & Learning Department

Job Goal: The Librarian at school is responsible for managing the school library and providing library services to students, teachers, and staff. They play a crucial role in promoting literacy, fostering a love of reading, and supporting academic success by providing access to educational resources and promoting information literacy skills. Specific responsibilities may vary depending on the size, type, and educational goals of the school.

Essential Functions and Responsibilities

Library Management:

- Organize and maintain the school library collection, including books, periodicals, digital resources, and multimedia materials.
- Catalog and classify library materials using standard classification systems (e.g., Dewey Decimal Classification) and library management software.
- Develop and implement library policies, procedures, and guidelines for circulation, collection development, and library use.

Reader Services:

- Assist students, teachers, and staff in locating and accessing library materials, resources, and information.
- Provide reader advisory services, recommending books and resources based on students' interests, reading levels, and curriculum requirements.

- Promote reading initiatives, such as reading challenges, book clubs, author visits, and literacy events, to encourage a culture of reading and lifelong learning.

Instruction and Information Literacy:

- Collaborate with teachers to integrate information literacy skills into the curriculum, including research skills, digital literacy, and critical evaluation of information.
- Teach library and research skills through library orientation sessions, instructional workshops, and one-on-one consultations with students.
- Develop and deliver information literacy lessons and learning activities to help students become effective users of information and resources.

Collection Development:

- Select and acquire library materials and resources to support the curriculum, student interests, and reading levels, ensuring diversity and relevance.
- Evaluate the library collection regularly, assessing its quality, currency, and alignment with educational goals and standards.
- Weed out outdated, damaged, or unused materials from the library collection to maintain a current and relevant collection.

Technology Integration:

- Manage library technology resources, including computers, printers, scanners, and digital devices, ensuring accessibility and functionality.
- Provide technical support and assistance to students and staff in using library technology resources and digital tools for research and learning.
- Explore and implement innovative technologies and digital resources to enhance library services and support 21st-century learning needs.

Collaboration and Outreach:

- Collaborate with teachers, curriculum coordinators, and other school personnel to support instructional goals and integrate library resources into teaching and learning activities.
- Partner with community organizations, public libraries, and educational stakeholders to promote literacy initiatives, community engagement, and lifelong learning opportunities.
- Engage parents and families in library programs and activities, fostering a culture of literacy and learning beyond the school walls.

Administration and Management:

- Manage library budget, expenditures, and acquisitions, ensuring fiscal responsibility and alignment with school priorities.
- Supervise library assistants, volunteers, and student aides, providing guidance, training, and support in library operations and services.
- Maintain library facilities, equipment, and resources, ensuring a safe, welcoming, and conducive environment for learning and exploration.

Term of Employment: Three - Year Contract renewable yearly by written notice and mutual agreement.

Evaluation Method

The Teaching & Learning Director shall evaluate the Librarian once a year. The Teaching & Learning Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Librarian's contribution to the overall academic function of the school include: Library Usage (Circulation Statistics: Measure the number of library materials checked out by students, teachers, and staff over a specific period, indicating the library's usage. Library Visits: Track the number of visits to the library by students, teachers, and staff, reflecting the library's popularity and accessibility). Collection Management (Collection Development: Assess the growth and diversity of the library collection by monitoring the acquisition of new materials and resources to meet curricular needs and student interests. Collection Usage: Evaluate the usage of library materials by tracking the circulation rates of different types of resources, such as books, periodicals, digital resources, and multimedia materials). Reader Engagement (Participation in Reading Programs: Measure the participation rates in reading programs, book clubs, reading challenges, and other literacy initiatives organized by the librarian to promote reading and engage students. Book Recommendations: Solicit feedback from students, teachers, and staff on recommended books and resources provided by the librarian, assessing their relevance and appeal). Information Literacy Skills (Instructional Sessions: Track the number of information literacy instruction sessions conducted by the librarian, including library orientations, research workshops, and database tutorials. Assessment of Information Literacy Skills: Assess students' information literacy skills through pre- and post-tests, quizzes, or assignments to measure their ability to locate, evaluate, and use information effectively). Technology Integration (Utilization of Digital Resources: Monitor the usage of digital resources, online databases, and e-books provided by the library, assessing their accessibility and relevance to students' learning needs. Training Sessions: Measure the attendance and participation in technology training sessions organized by the librarian to enhance students' digital literacy skills). Collaboration and Outreach (Collaboration with Teachers: Assess the level of collaboration between the librarian and teachers in integrating library resources and services into the curriculum, as evidenced by collaborative projects, lesson plans, and instructional materials. Community Engagement: Track the participation and involvement of parents, families, and community members in library programs, events, and outreach activities organized by the librarian). User Satisfaction (Surveys and Feedback: Administer surveys or gather feedback from students, teachers, and staff to assess satisfaction levels with library services, resources, and facilities. Complaint Resolution: Monitor the resolution of library-related complaints or issues raised by library users, ensuring timely response and satisfactory resolution. Professional Development (Continuing Education: Evaluate the librarian's participation in professional development activities, workshops, conferences, and training programs relevant to library science and education. Skill Enhancement: Assess the acquisition of new skills, knowledge, and competencies by the librarian, demonstrated through improved library services and innovative practices).

Selection and Appointment Process

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a Librarian at the school. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.