



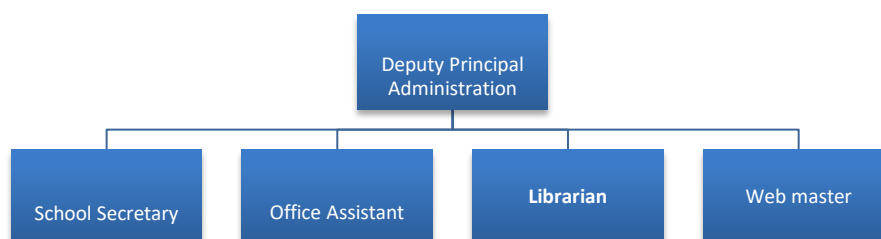
Job Description: Librarian

Overview

Post	School Librarian (60 %)
Level	Staff
Reports to	Deputy Principal Administration (DPA)
Supervises	-
Responsibility	The Library
Revision date	March 2014

Purpose of post: To assist the Principal and Administration Team in the development of the school's library, and bring the library into a resourceful meeting point in the school and to upgrade the library into a professionally organised knowledge base for staff and students.

Position in the school management



Characteristics of the post holder

- Excellent understanding and knowledge of library management and systems
- Organized, structured and methodical
- Self-motivated and able to develop position role
- Service-minded attitude and awareness of teacher and student needs

Skills

- Librarian qualification
- IB and/or international school experience
- Good teamwork and collaborative skills

Responsibilities

- Selection of, purchase and implementation of automatic library system
- Management of the library system, including catalogue and organization
- IB program planning and research support
- Development and promotion of literacy and literature
- E-library, journals and multi-media collection maintenance

Further

- To carry out any reasonable task which may be required from time to time by the SMT, possibly translation and interpretation
- The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

Professional development

- Computer skills
- Research skills