

Library Media Specialist

High School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Library Media Specialist (LMS) will have an opportunity to develop a vision for both the physical space and the future of library services here at ISZL's High School. Successful candidates will have the skill set to manage the day to day operation of all library functions. In addition, the position provides an opportunity to lead a collaborative process to articulate and implement a plan that will result in innovative learning spaces, support for our holistic educational programme, and encouragement of the professional learning of all staff. The LMS will understand curriculum needs to work directly with learners (students and faculty alike) to develop library and research skills and the development of resources. The LMS is a full-time position that will commence in August of 2021.

Working with ISZL Students

- Foster a welcoming physical environment and culture that encourages access to, and use of, library and library services, in line with our wellbeing and learning principles
- Plan, design and deliver instructional services and programmes to foster students' research information skills and digital literacy.
- Ensure the currency of library guides and subject specific support
- Monitor use of resources and needs of students to identify how to enhance services
- Plan for and initiate events, author visits, workshops, book clubs, displays (in liaison with Faculty leaders)
- Lead the communication and promotion of primarily electronic resources/ collections and services
- Provide reference services and assistance in identifying and locating materials
- Understand, model and teach about copyright, open domain, fair use, transformative use and creative commons in conjunction with the school academic honesty policy
- Stay current with library trends to be able to promote literature and resources to all patrons

Working with ISZL Colleagues

- Mentor, coach and support teachers, other staff and students on the use of resources, strategies of inquiry and resource based learning to help them research and teach more effectively
- Work collaboratively to organize library activities, displays, special events and activities to support student learning within the High School programmes, including the Personal Project and the Extended Essay.
- Plan for and provide library orientation programmes for staff and students
- Collaborate with Director of Operations and a facilities committee to develop the physical spaces into contemporary, attractive and efficient learning spaces
- Work with other ISZL librarians in an on-going manner to review and create library policies, procedures and programmes.

Working with ISZL Parents and External Community

- Ensure Circulation Desk support for all community members
- Initiate and support Book Clubs for all members of the community
- Plan for learning events (book events, speakers, displays)

Required and Preferred Qualifications

- Please refer to [ISZL's Candidate Profile](#)
 - Prior experience as a school librarian (or something similar)
 - Proficient in the use of technology and library management systems.
 - Experience in leading the ongoing process of library and technology department integration
 - Awareness of current issues and trends in education – an ability to contribute to institutional thinking and high quality professional learning
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.