



### **School Overview:**

American School Hong Kong (ASHK), a not-for-profit, college preparatory school located in Tai Po in the New Territories opened in 2016 for students from Kindergarten to grade 6. As part of the school's original development plan, one additional grade level would be offered each year until the school reaches the full complement of grades in 2022/23.

ASHK is operated by Esol Education, a premium international education organization, with 40 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents.

Similar to all other Esol schools, ASHK has gained accreditation from the Western Association of Schools and Colleges (WASC), The Middle States Association (MSA), and with the International Baccalaureate (IB).

At ASHK, our mantra is focused on high expectations of ourselves and high expectations for the students who enter our school community. The combination of a welcoming and safe environment, skilled and inspirational teachers, and supportive parents, makes for great learning and a rich, rewarding atmosphere. We are committed to building a learning community where care and respect for one another is of paramount importance. We are committed to providing a balanced and holistic program with equal emphasis on the intellectual, social, creative, and physical domains.

### **Curriculum:**

English is the language of instruction and communication at the school. The US Common Core, Next Generation Science Standards, and other American and best practice international standards provide the framework for learning from KG to grade 10. Teachers integrate a 'STEAM' program in the elementary division. The International Baccalaureate Diploma Program (IB DP) will be available for high school students beginning in 2021.

### **Our Mission**

To provide a challenging American and international education that empowers students to be independent critical thinkers and responsible global citizens who excel in their future studies and careers.

### **Our Vision**

To be widely recognized as a welcoming global community where creativity and innovation equip students with the knowledge, skills, and attitudes necessary to achieve their fullest potential.

**Teacher Librarian Job Description/Duties:**

The teacher librarian will perform all duties associated with his/her position at such times and places as the School Director and Principal/Assistant Principal may direct. The School Director and Principal/Assistant Principal will determine the Teacher Librarian's specific duties through reasonable reference to the School's needs and the Teacher Librarian's qualifications and experience.

**INFORMATION LITERACY**

The teacher librarian is instrumental in students becoming independent, life-long learners who understand what skills are necessary to access, analyze, synthesize, and communicate information efficiently and effectively in a variety of formats. In addition, the teacher librarian promotes reading as a valuable pursuit that encourages critical thinking, creativity, empathy and the development of literacy skills.

The teacher librarian works in close collaboration with faculty, providing a wide variety of resources to support curricular needs and professional reading. In addition to print materials, many databases are made available to teachers and students through the library.

In addition to working with classes that visit the library on a weekly basis, the teacher librarian also collaborates with teachers in the planning and teaching of units and/or assignments. The goal is to promote the development of information literacy skills across the curriculum.

Teacher-Librarians also have responsibility for management of the library's facility, and the development and management of the resource collection. They evaluate and select resources in multiple formats to support the needs of students and to support the school curriculum. Suggestions and recommendations from teachers regarding the library collection are encouraged.

**ESSENTIAL DUTIES** include but are not limited to:

- As a teacher, the librarian works with students and other members of staff to increase students' achievement; analyze learning and information needs; locate and use resources that will meet those needs; understand and communicate the information the resources provide; and promote a love of reading
- The teacher librarian is knowledgeable about current research on teaching and learning and skilled in applying its findings to a variety of situations, particularly those that call upon students to access, evaluate, and use information from multiple sources in order to learn, think, create, and apply new knowledge.
- As an instructional partner, the teacher librarian joins with teachers to identify links across student information needs, curricular content, learning outcomes, and a wide variety of print, non-print, and electronic information resources.
- As an information specialist, the teacher librarian provides expertise in acquiring and evaluating information resources in all formats; in bringing an awareness of information issues to teachers, administrators, and students; and in modeling for students strategies for locating, accessing, and evaluating information within and beyond the library learning center for maximum student achievement.

**General Duties:**

- To support the philosophy and pedagogical approach used by the School and to become thoroughly familiar with the curriculum associated with each teaching assignment;
- To work and plan collaboratively with colleagues in the development of course outlines and curriculum units and to remain open-minded and be prepared to negotiate and compromise in order to reach desired group outcomes;
- To develop and maintain a written outline for each course/subject/unit being taught including teaching strategies in accordance with the School's philosophy;
- To develop and maintain lesson plans as needed;
- To shape instruction appropriately so that it effectively motivates, inspires and challenges students;
- To demonstrate variety and flexibility with teaching strategies in order to address individual student needs and learning styles;
- To assume a shared responsibility for pastoral care and the social and emotional welfare of students in the School;
- To maintain and develop computer and technology skills for administrative and educational purposes appropriate to the curriculum needs of the students for whom the Teacher Librarian is accountable.
- To attend and contribute to all scheduled staff meetings and professional development activities;
- To participate in the Orientation Program that precedes the start of the school year;
- To perform supervision duties as assigned by the Principal/Assistant Principal at places such as the School's playgrounds, hallways, cafeteria;
- To develop, organize and lead extra-curricular activities including, but not limited to, those found in the realm of athletics, arts, leadership, service, cultural and clubs, and to provide academic help to his/her students after school as needed.
- To participate in or observe activities organized to benefit students, parents and colleagues of the School;
- To demonstrate commitment to professional development both within and outside the School;

**Required and Preferred Qualifications and Experiences:**

- Bachelor's degree at minimum and teaching qualification/appropriate certification
- Previous teaching experience (preferably at an international school) with demonstrated strong organizational, administrative and interpersonal skills
- Experience with Common Core, other American curriculum standards, and/or IB as needed
- Excellent communication and presentation skills
- A positive, caring, community-minded team player with a passion for teaching

**Compensation and Benefits:**

American School Hong Kong offers an initial contract term of two years (renewable). The salary and benefits package will be competitive within Asia. Benefits include a gratuity upon successful completion of the contract, housing allowance, relocation allowance, medical insurance, tuition subsidy for dependent children, and a professional development allowance.

**Application Procedure:**

Applications should be received by February 5, 2021. The following application materials are required:

- Expression of interest
- A current CV with photograph and the contact details of 3 professional referees (at least one from a supervisor at your current school)
- One-page statement of educational philosophy and/or approach to teaching and learning

Include all documents in a single PDF file and forward by email to:

**John Jalsevac**

School Director

American School Hong Kong

jobs@ashk.edu.hk