

Keystone Academy of Beijing
Job Description and Person Specification

Position:	Teacher Librarian
School Section:	Keystone Libraries
Reports to:	Director of Libraries
Qualifications:	Bachelors degree
Period of Appointment:	Full-time

JOB DESCRIPTION

Role Description / Working Relationships

Keystone Academy Libraries cultivate a community of learners enriched by the joy of reading and the exploration of ideas.

The Teacher Librarian at Keystone is in a unique position to provide lessons, programs, activities and services to promote reading and ensure instructions of library skills to enhance curriculum outcomes, and support both academic growth and personal development of learners. The position also requires collaboration with many colleagues, in particular, subject teachers and leaders, grade level leaders, curriculum coordinator within the Division.

General Duties and Responsibilities:

1. Resourcing and managing resources

- Ensure the resources in the library reflect the school's mission and shared value
- Select resources and ensure that the curriculum is supported with a variety of current, relevant and reliable resources that meet subject aims and objectives
- Select resources and ensure the library collections reflect the variety of student learning styles and interests, students' skill development, personal growth, faculty and staff's professional growth, as well as the language profiles of the community
- Continually improve resources and management of the resources on the basis of collection evaluation
- Collaborate with TL partner to plan budget and oversee expenditures
- Ensure the easy access to library resources and promote the usage

2. Teaching and collaborating

- Design, teach and co-teach library lessons of information literacy and media literacy
- Design lessons and organize activities to promote both extensive and intensive reading
- Integrate library lessons, training sessions and activities to meet specific curriculum needs in, e.g. IPC, MYP, DP
- Collaborate with teachers in units, research projects, interdisciplinary activities/programs such as Capstone, Personal Project, MUN, EE
- Advocate academic integrity by explicitly teaching values, tools and skills.
- Collaborate with members of the library team to ensure vertical and horizontal alignment
- For MS and HS teacher librarians: additional roles might include advisor, duty teacher (boarding program), and supervisor

3. Serving the community

- Provide space, support, and a collaborative atmosphere for teaching and learning
- Organize library activities to promote reading in the community
- Assure safety procedures are in place for the protection of property, staff, and students
- Implement discipline within the guidelines of established Keystone Academy policies
- Offer access to knowledge, when it is possible, to the wider community beyond Keystone

Qualifications, Experience & Competencies:

The Teacher/Librarian should have:

- Bachelor's Degree from an accredited four-year college or university in Library Science; or English/Chinese literature; or any combination of education
- Certification in school librarianship and/or teaching
- Minimum of 2-year experience in school libraries

Desirable qualities:

- Ability to work independently as well as a team orientated environment
- Communicate effectively in both oral and written formats
- Passion for reading and lifelong learning