

Library Assistant

Organization: American School Hong Kong, an Esol Education School

Industry: Education

Location: Hong Kong S.A.R

Start Date: August 1, 2021

Reporting to: Teacher Librarian

The Role

Reporting to the Teacher Librarian, the position of Library Assistant will be responsible for supporting teachers and students with circulation, loans and returns of library resources in both the Elementary and Secondary Libraries.

Responsibilities

- Manage circulation desk and assist teachers and students with loans and returns of library resources.
- Manage student, faculty, and parent accounts within OPAC system. Support IT Department in collecting information to create student accounts and IDs.
- Maintain an accurate system of library records, data, and users.
- Maintain supply of magazine & newspapers subscriptions.
- Sort and reshelve books daily and maintain tidiness of the library.
- Produce library publications and displays to promote library programs, activities and resources.
- Help design and maintain the library web page(s).
- Recruit and manage parent volunteers to support a variety of administrative tasks within the library.
- Support Teacher Librarian with lessons, behavior management, and supervision as needed.
- Contact local suppliers to maintain book covering and library supplies.
- Promote a lifelong love of reading and libraries to all!
- Perform other duties as directed by the Teacher Librarian.

Requirements

- Certificate in Librarianship
- Ability to catalog material both in English and Chinese, experience with Follett Destiny OPAC system preferred but not required
- Ability to communicate with students and parents and to support teaching staff with checking out and recommending books
- Experience working with children in education or childcare / playgroup setting
- Excellent IT skills including Office applications and Google Apps
- A positive, caring, collaborative team player with strong communication skills and loves to work with children and loves to read

Salary & Benefits

We offer a competitive salary commensurate with experience and industry standard benefits package.

Application Procedure

Submit all documents in a single PDF file and forward by email to: jobs@ashk.edu.hk

- Cover Letter
- Current CV
- Contact details of 3 professional referees

Personal data collected will be used for recruitment purpose only. Please note that only short-listed candidates will be contacted.

About ASHK

Inaugurated in September 2016, American School Hong Kong (ASHK) was founded by Esol Education, selected by the Education Bureau of the Government of Hong Kong through a competitive bidding process. A non-profit, non-denominational school, ASHK offers an accredited American education delivered by North American teachers, guided by Esol Education's 40-plus years of educational expertise in establishing and operating premium K-12 international schools worldwide. Located in Tai Po in the New Territories, ASHK's holistic approach to education promotes a student's full intellectual, physical, moral and social development. A strong STEAM (Science, Technology, Engineering, Arts and Mathematics) focus is a key characteristic of the school, along with its Chinese Language program. Currently serving students from KG to Grade 10, ASHK will then evolve to a full-scale K-12 school, offering the International Baccalaureate (IB) Diploma Program (DP) in Grades 11 and 12, in addition to a US High School Diploma. ASHK is accredited by the Western Association of Schools and Colleges (WASC) and the Middle States Association of Schools and Colleges (MSA), two leading accrediting commissions for Schools in the United States. The spacious school site has undergone a full scale 80-million-dollar upgrade, with advanced laboratories and specialty rooms, along with an extensive sports and activities program, with an additional 20-million-dollar expansion planned for 21-22.

Esol Education's global network of ten international schools, serves thousands of families across the Middle East, Europe and East Asia. Esol Education's American schools are accredited by the Middle States Association of Colleges and Schools in the USA, and by the Council of International Schools in Europe. Esol Education graduates matriculate to leading universities, with recent graduates currently attending the world's top 50 schools including Harvard, Stanford, Oxford, Yale, MIT and Columbia University.