



Teacher Librarian (40% Teacher / 60% Assistant) – Elementary / Secondary School

Organization: American School Hong Kong, an Esol Education School

Industry: Education

Start Date: August 1, 2022

Reporting to: Library Department Head

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 11. Teachers integrate a 'STEAM' program in the elementary division. The International Baccalaureate Diploma Program (IB DP) was launched in August, 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/Library Assistant Duties:

As this is a combined role (40% teacher and 60% assistant) the individual selected will be required to balance the duties associated with each portfolio at such times as the Library Department Head and Principal(s) may direct.

Teacher Librarian

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.

Specific Duties:

- 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:

- Support the philosophy and pedagogical approach used by the school and to become thoroughly familiar with the curriculum associated with the assignment;
- Work and plan collaboratively with colleagues in the development of course outlines, curriculum units, and lesson plans as needed;
- Shape instruction appropriately so that it effectively motivates, inspires and challenges students;
- Demonstrate variety and flexibility with teaching strategies in order to address individual student needs and learning styles;
- Assume a shared responsibility for pastoral care and the social and emotional welfare of students in the school;
- Attend and contribute to all scheduled staff meetings and professional development activities;
- Participate in the Orientation Program that precedes the start of the school year;
- Perform supervision duties as assigned by the Principal/Assistant Principal at places such as the school's playgrounds, hallways, cafeteria;
- Develop, organize and lead extra-curricular activities as needed;
- Demonstrate commitment to professional development both within and outside the school;

Library Assistant Duties:

- Manage circulation desk and assist teachers and students with loans and returns of library resources;
- Manage student, faculty, and parent accounts within the OPAC system. Support the IT Department in collecting information to create student accounts and IDs;
- Maintain an accurate system of library records, data, and users;
- 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;
- Contact local suppliers to maintain book covering and library supplies;
- Perform other duties as directed by the Department Head, Library;

Required and Preferred Qualifications and Experiences:

- Bachelor's degree at minimum and teaching qualification/appropriate certification in library science;
- 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;



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Application Procedure:

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

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