Taipei American School
KA-12 Electronic Resources Librarian/Upper School Librarian

Job Description:
Under the supervision of the Upper School Principal and in collaboration with the other divisional librarians and Information Technology this role is an Upper School Librarian (50%) and an Electronic Resources Librarian (50%). The K-12 Electronic Resources position focuses half-time on managing e-resources, training the TAS community to use e-resources, and providing technical assistance to all TAS libraries for subscriptions including websites, ILS, and databases. In the half-time Upper School Librarian role, this position works closely with the full-time Upper School Librarian managing the Upper School Information Commons (USIC) and collaborating with US teachers to support research projects including teaching research skills and assisting students with research and information needs. This role acts as a "first responder" to library product outages.

Responsibilities:

Leadership and Administration:

1. Understands and embraces the vision of the USIC and the mission, values, and strategic plan of TAS.
2. Understands college and high school level research tools, and how to design appropriate curriculum and resources to teach these tools.
3. Understands the community's needs and how library services can meet those needs.
4. Collaborates to provide strategic direction for collections, projects, and services.
5. Collects and analyzes feedback from faculty, students, and staff to evaluate existing library operations, programs, and resources.
6. Develops new programs; coordinates and implements plans for expansion of services with relevant stakeholders.
7. Plans collaboratively for future growth and innovation, setting goals and objectives for library services within the framework of the USIC vision and TAS strategic goals.
8. Continually learns about current library issues and trends affecting libraries.

Electronic Resources:

1. Trains and supports students and faculty in development of digital information literacy skills.
2. Evaluates and enhances current e-resources and recommends new resources by setting up trials with stakeholders and responding to requests for new library e-resources.
3. Maintains authentication and promotes resources to school community.
4. Provides leadership and assistance to the divisional librarians in the selection, implementation, and management of new shared e-resources.
5. Oversees with IT the integration of all library electronic products, interfaces, and automated administrative functions, including coordinating with the divisional librarians and other departments to maintain the operations of the systems.
6. Develops and evaluates procedures and practices optimizing the creative use of technology for USIC operations.
7. Coordinates projects, training, and documentation ensuring consistent cataloging and processing that adheres to best practices.

8. Collects and analyzes feedback from stakeholders working with faculty, students, and staff to enhance existing library technologies.
9. Provides strategic direction for the evaluation, procurement, and development of new technologies or enhancements of existing technologies in support of digital collections, projects, and services. Works with full-time USIC Librarian and USIC staff to establish workflows and technical proficiency of staff.
10. Supports students, faculty, and staff with technical problems and questions related to library systems.
11. Maintains statistics or documents the technical services operations.

Instruction:
1. Teaches information literacy skills in the Upper School via embedded class sessions, video creation, library guides, and other appropriate methods for faculty, staff, and students.
2. Provides reference and research services in the Upper School through guides, class instruction, and individual consultations.

School Representation:
1. Serves as the primary liaison between TAS libraries, EdTech, and IT.
2. Serves as the primary liaison to vendors for library electronic resources.
3. Bridges and supports TAS librarians' use of KA-12 electronic resources.
4. Writes funding proposals or program improvements to enhance library services and collections.
5. Participates in interdepartmental and school-wide meetings.
6. Participates in professional library organizations and makes professional contributions.
7. Engages in self-evaluation regarding performance and professional growth.
8. Other duties as assigned.

Required Qualifications:
- ✓ Master's degree in library science (MLS / MA-LS) or a recognized equivalent from an ALA-accredited program or international equivalent.
- ✓ At least 3 years of progressively responsible experience in a library.
- ✓ Experience working with young adults and knowledge of teen developmental needs and interests.
- ✓ Evidence of strong service orientation as demonstrated by an ability to work effectively with personnel at all levels.
- ✓ Experience teaching and presenting to students and other audiences.
- ✓ Experience training people to use new software and online resources.
- ✓ Demonstrated record of strong organizational, planning, interpersonal, oral, and written communication skills in English.
- ✓ Demonstrated ability to adapt quickly and implement new technologies.
- ✓ Demonstrated commitment to supporting and creating programs and resources that promote justice, diversity, equity, and inclusion.
- ✓ Knowledge of collection services areas including cataloging, metadata standards and best practices.
- ✓ Knowledge of best practices and trends in technical services and library systems.
- ✓ Working knowledge of SQL, website design, and Microsoft 365.
- ✓ Ability to work independently or with minimal supervision.
- ✓ Ability to clearly communicate technical information to a non-technical audience.

Preferred Qualifications:

- At least 3 years of progressively responsible experience in a library-related field or an academic, research or public library system.
- Experience supervising staff in a highly collaborative and team-oriented environment.
- Experience in strategic planning and assessing outcomes.
- Experience in bid, purchase, and implementation of new ILS systems.
- Experience in cataloging and collection development.
- Familiarity with online classroom (Canvas).