



# المدرسة الأميركية الدولية في أبو ظبي ذ.م.م. The American International School in Abu Dhabi L.L.C.

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## LIBRARIAN

The Librarian carries out the Mission Statement of the school by promoting and supporting the teaching and learning objectives of the school through effective delivery of Library services to faculty, staff and students. Tasks range from organizing and managing information resources with the best available technology to coaching students in reasoning skills so they can locate, select and evaluate the information they find for accuracy, currency, and credibility and collaborate with teachers. The school librarian is also responsible for developing G1 thru Grade 12 students' love of literature and reading and helping students become lifelong learners who can use libraries independently and ethically. In addition, school librarians are expected to help teachers find and use information, including electronic resources in order to facilitate and improve their teaching.

The Librarian will be evaluated by both school principals and he/she is responsible for the supervision of Library Assistants. He/she maintains external contacts with parents, colleagues in other libraries, and suppliers. Internal contacts include Heads of Department, Grade Level Leads, students, faculty, and staff. The Librarian will perform all duties associated with his/her position at such times and places as the School Director or his authorized representative may direct. The duties and responsibilities of the Librarian will include but not be limited to the following:

### **The School Librarian should be:**

- a partner with teaching staff in the education process & to partner with the KG Librarian specialist
- a partner in supporting individual students' needs
- an acknowledged expert in resource and information provision and management
- a leader and partner with teaching staff in the collaborative design and implementation of information literacy programs throughout the school
- a leader in creating and developing a climate to promote and support reading for pleasure across the school
- an acknowledged partner with all departments to effectively support and resource all grade levels and divisions
- able to provide support to teaching staff in the creation of classroom resources and instruction when requested

### **Job Purpose:**

**The management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.**

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Planning and Development**

- Organizing and managing the Library, ensuring its effective use by classes, groups and individuals.



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- Be an active participant on the Curriculum Action Teams.
- Creating and implementing a policy for the Library which incorporates AISA's Guiding Statements, and complies with data protection, copyright, health and safety legislation and promoting The AISA Lions Way.
- Taking responsibility for and managing the Library budget, including the preparation of budget bids and estimates.
- Contributing to curriculum and policy development by liaising with all departments through attendance at Head of Department/Grade Level Leads, ICT and whole school meetings, in addition to liaison with individual members of the teaching and learning support staff.
- Selecting, acquiring, organizing and promoting Library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Training, supervising and managing library staff, undertaking staff appraisals and inducting new staff as appropriate.
- Recruiting pupil library assistants, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.

### **SUPPORT FOR STAFF AND STUDENTS**

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Planning and delivering a program to support the development and teaching of information literacy and learning skills in partnership with teaching staff, and reinforcing these skills where appropriate.
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicizing the services provided by the Library to the whole school community.
- Sharing PD opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Developing and maintaining links with other libraries and relevant organizations (within and outside of Esol Education).
- To provide support to teaching staff in the creation of classroom resources.

### **The Librarian should:**

- be included in staff meetings to enable the Librarian to raise and discuss relevant issues, maintaining the high profile of the library across the school
- have the status and authority to employ strategies for the effective management of the library in accordance with all school policies e.g. Health and Safety, Behavior, Discipline, Inclusion etc.



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- have the authority to manage the library budget in accordance with school procedures and principles of best value

### **And in terms of professional development should:**

- have the same entitlement to Professional Development opportunities as teaching faculty
- be included in the school's staff appraisal program
- be allowed time to network with other School Librarians in the area & within Esol Education
- attend relevant meetings and actively participate in professional groups outside their school.

### **EXPERIENCE AND QUALIFICATIONS**

- Preferred Master's degree in Informational Science/Studies or Library Sciences/Studies
- Teaching Credential/Qualification/Certificate
- 3+ years of librarian experience in schools
- 5-10 years of teaching experience preferred

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.  
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