



SCHOOLWIDE LIBRARIAN

Start date: August, 2023



<https://www.aas.ru/about-us/employment>

The Anglo-American School of Moscow only accepts resumes in English. Interviews and communications are conducted in English language. Fluent spoken and written English language (C1 or a C2 level) is a must.

TYPE OF JOB: Full time

ROLE LEVEL: Non-managerial

REPORTS TO: Director of Teaching & Learning

GENERAL DESCRIPTION

The Librarian is responsible for overseeing the daily operations of the library to ensure in all aspects of the AAS Library program in order to ensure that the mission, vision, curricular goals are met within the school and regulatory policies.

The duties include creating education programs for different age groups, updating library databases and managing a team of staff to carry out daily tasks in all aspects of the AAS Library program in order to ensure that the mission, vision, curricular goals and school policies are met and followed. S/He functions as a teacher, librarian, collaborator, library manager, technology expert and library advocate. The librarian reports to the Director of Teaching & Learning.

The Librarian maintains the highest levels of confidentiality and establishes professional relationships with staff, substitutes, applicants, and other AAS Community members. Communicates effectively with proficiency in English. The Librarian embraces the AAS Mission, Vision, and Core Values. S/he promotes the School and the services provided by the Library in all words, actions, and behaviors.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree and library endorsement or a Master's Degree in Library Science
- Evidence of experience in the use of technology in libraries and schools.
- Demonstrated proficiency with common technology applications (Destiny, Microsoft Suite, GSuite, Outlook, etc.) and ability to learn new technology and applications
- Legally residing and able to work in Moscow, Russia.
- Speak, read and write in English fluently, according to the CREF standards, C1 or a C2 level, as determined by the external AAS testing provider
- Must be eligible to receive a security clearance certification (provided by AAS)

Preferred Qualifications

- Master's Degree in Library Science (MLS)
- Valid teaching certification
- Knowledge and experience in the IBO
- Experience supervising library support staff in a positive manner
- At least two years of previous experience as a librarian in a similar international school setting

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work cooperatively to plan and develop units of work with library staff and faculty, including integration of technology
- Demonstrated leadership in the promotion of reading
- Ability to teach a wide range of students using a variety of creative teaching strategies Relevant experience, preferably in multicultural environment
- Excellent organizational skills; is self-directed
- Ability to multitask
- Strong attention to detail
- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team

- Ability to work cooperatively and collaboratively with others
- Demonstrated analytical, problem solving and time management skills
- Ability to work in a fast-paced environment, manage shifting priorities
- Demonstrated poise, tact, and diplomacy

CORE DUTIES

Teaching and Learning

- Assist students to seek, critically evaluate, synthesize, and present information
- Integrate the essential skills and qualities of standards into learning
- Assist students to use a range of resources and technologies
- Collaboratively plan and teach units with classroom teachers
- Embrace the diverse needs of learners
- Be an active resource for research needs in the AAS community; support students in IBO research

Curriculum Involvement

- Stay informed and proactive about current curriculum documents and developments
- Actively promote student information literacy and digital citizenship across the curriculum
- Work with school leaders to integrate information and communication technology into the curriculum

Literature Promotion

- Expose students to a range of genres in both print and digital formats
- Develop strategies to foster a love of reading & generate positive public relations for the AAS library programs
- Promote quality literature and authors reflecting a variety of cultures and themes
- Guide students in their reading choices
- Use selection tools/reviewing journals to keep informed about current literature
- Support development of literature-based reading programs and activities

Leadership

- Sustain a high level of professional knowledge
- Demonstrate practices that reflect current educational directions & the AAS Mission, Vision & Core Values
- Contribute to the professional development of staff
- Participate as a member of committees as appropriate
- Interact with, and routinely collaborate with, AAS community members

Management

- Utilize the automated library system and related technology
- Coordinate with PTO special events (i.e., book swap, author visits) to support student learning
- Contribute to the school webpage, library blog, and newsletters as appropriate
- Work with the lead librarian in managing personnel and general library administrative tasks
- Maintain professional levels of cataloging and collection development

Services

- Select resources to support the information needs of the school community
- Employ strategies to maximize access to print and electronic resources
- Provide a friendly learning environment in which students feel confident that their information needs will be addressed
- Ensure that the AAS Libraries are multifunctional and serve as a welcoming focal point for students, faculty, staff, and parents
- Maintain clear communication with the lead librarian, staff, stakeholders and the AAS leadership team

The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

