

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

## **JOB DESCRIPTION**

**Title:**

**Elementary School Teacher-Librarian**

**Job Objective:**

AISD's Elementary Librarian will foster a vibrant, inclusive, and collaborative learning environment where a deep love of children's literature is kindled and nurtured. By partnering with teachers and staff, the librarian will empower students to become lifelong readers, critical thinkers, and ethical users of information, while ensuring the library's resources and services meet the diverse needs of the school community.

**Qualifications:**

**Education:**

School Library Certification, K-12  
Bachelor's degree or equivalent. Master's degree preferred  
International experience is preferred

**Experience:**

Minimum 3 years experience as a school librarian preferably in international settings.

**Knowledge & Skills:**

The ideal candidate is a tech-savvy, innovative collaborator, and passionate about integrating technology and inquiry-based learning into the library experience. They demonstrate exceptional communication and interpersonal skills, along with a deep understanding of child development and learning. Experience with PYP and a commitment to the IB Learner Profile are highly desirable. Above all, the librarian must possess a genuine enthusiasm for children's literature and a strong desire to instill a lifelong love of reading in every student.

**Employment Arrangements:**

Teacher Salary Schedule

**Supervised by:**

Elementary School Principal

**AISD community members hold each other accountable to these values:**

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

“Preparing students to become stewards of a just and sustainable world.”

## Major Areas of Responsibility:

### Teaching and Learning

- Collaborate with teachers to design and teach engaging inquiry-based learning experiences that incorporate multiple literacies and foster critical thinking
- Participate in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities
- Use a variety of instructional methods with different user groups and encourage personal creativity and innovation
- Promote the ethical use of information
- Guide students through the use of information and news, and build media literacy, digital citizenship, and research skills in collaboration with educators and the technology coach

### Learning Environment

- Ensure that learners and educators have equitable access to the school library and to professional staff throughout the school day
- Ensure equitable physical access to facilities, and resources are accessible both during and outside of school hours
- Develop and maintain an inspiring space where books, learning, and collaboration are visibly connected
- Create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff

### Collection Development and Management

- Select resources according to principles of intellectual freedom, and provide learners with access to information that represents diverse points of view
- Develop and maintain a diverse collection of resources appropriate to the curriculum, the learners, and the teaching styles, and instructional strategies used within the school community
- Maintain access to a wide variety of print and digital resources that have been carefully created or selected, and vetted
- Ensure confidentiality of records and the promotion of access to collections and equipment
- Manage the library budget

### Relationships and Communication

- Promote approaches that value linguistic, religious, cultural, and ethnic, and other diverse identities
- Establish trust and rapport with a diverse group of students, educators, staff, and families
- Partner effectively with colleagues and administration to meet the needs of the library and all students
- Interact cooperatively with other staff members in the development of cohesive library program and curriculum materials
- Have open and honest communication with library assistants to support their planning, project work, and understanding of the pedagogy
- Welcome and encourage input to create consensus on library policies, procedures, and projects
- Provide educators and other staff with learning opportunities related to new technologies, use, and production of a variety of media, and laws and policies regarding information

“Preparing students to become stewards of a just and sustainable world.”

### Professional Responsibilities

- Demonstrate commitment to personal continuous professional growth and development
- Serve on decision-making teams in the school and participate in school improvement and accreditation activities
- Remain current and engage in continuing education activities to ensure instruction and activities reflect the most-recent developments in professional practices, information technologies, and educational research
- Engage with students in meaningful activities beyond the classroom which extend learning experiences for students (coaching, organizing field trips, sponsorship of clubs, events, or community service projects, etc.)
- Model for students a deep and life-long connection to literature
- Undertake any other duties within the department as directed by the Principal

Inspired? We certainly hope so. Our team is waiting to hear from you at [applyjob@aisdhaka.org](mailto:applyjob@aisdhaka.org). Send us your one-page response to the above, along with your CV, all in one tidy PDF document.

**Mission:** AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

Revised: September 2024