

Job Title	Elementary Librarian
Classification	Overseas Direct Hire or Local Direct Hire
Reports To	Division Principal
Working Hours	Faculty Hours

Description

The Elementary Librarian models the attributes of a 21st century educator and creates thriving physical and virtual environments that connect learners to construct knowledge, collaborate, and creatively solve problems. The librarian is an excellent communicator who instills enthusiasm in others by making them feel they are important members of a team. The librarian fosters an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others, while anticipating future obstacles and continually retooling to meet challenges. The librarian is an integral part of the learning process as an instructional partner through collaborating with teachers and IB coordinators.

Job Goals

- To ensure that students and staff are effective users of ideas and information
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- To instill a love of learning and reading in all students through meaningful experiences
- To collaborate with teachers and IB coordinators to design and implement units of inquiry
- To provide the leadership and expertise necessary to ensure that the library program supports the school’s mission, goals, and objectives

Roles and Responsibilities

As an instructional partner, the elementary librarian is a teaching librarian with a fixed schedule who works with teachers and the IB coordinators to build and strengthen connections between student information and research needs, curricular content, and information resources. The librarian is both a “Specialist” Primary Years Program teacher and a library administrator/manager.

As an essential partner in the instructional process, the PYP librarian

- Collaborates with classroom teachers to provide instruction and support for the PYP units of inquiry. This includes research skills, information literacy skills, media

literacy skills, technology skills,, or other content as agreed upon collaboratively with classroom teachers.

- Contributes to the PYP planners for the units of inquiry that he or she collaborates on with the classroom teachers.
- Designs standalone units when learning goals do not align with transdisciplinary units of inquiry.
- Teaches one 45-minute instructional time slot each week to include a 20-minute book exchange time on a fixed schedule for each class. The schedule is set in conjunction with the elementary principal.
- Facilitates research sessions for students as requested by classroom teachers.

Library Administration and Management

- Work closely with the Secondary Librarian to maintain and monitor budget expenditures according to school policies and procedures to ensure the availability of resources and proper use of funds.
- Maintain and ensure timely technical support for software, systems, peripherals, and database services. (Example: Follett Destiny, Accelerated Reader, EBSCO)
- Select relevant and high-quality resources that meet the reading and information needs of students and faculty. Use appropriate library standards and justifications when removing resources from the collection.
- Develop policies and procedures for all aspects of the library. (Examples: collection development, requesting additional titles, circulation, requests to remove a title due to inappropriate content, etc.)
- Organize library and textbook materials, equipment, and facilities for effective and efficient circulation and use.
- Ensure cataloging standards are maintained when adding resources to the library/textbook catalog using either copy cataloging or original MARC cataloging.
- Conduct annual inventories of library collection, textbook materials, and equipment to ensure accurate recordkeeping and documentation of lost and/or damaged materials
- Prepare reports relative to the operation of the library to disseminate information to appropriate parties. (Examples: circulation and patron statistics, etc.)

Library Supervision

- Provide an environment that is conducive to collaborative learning.
- Oversee and assign tasks to additional support staff, student helpers, and/or volunteers
- Maintain a library schedule that provides students with optimum usage of space and resources

General

- Promotes the library as more than a physical and virtual repository of information by creating a learning commons with an integrated media program where collaboration, research, creation, problem solving, and innovation occur.
- Create an atmosphere and climate that stimulates a love of learning and reading.
- Contributes to the development of information literacy and media literacy skills across the curriculum.

- Builds the capacity of teachers and students to effectively implement an inquiry-based, student-centered learning environment.

Professional Development

The PYP teacher librarian attends the elementary division PD on Monday afternoons. He or she also meets with the Specialist PLC (professional learning community) in the elementary division on a regular cycle schedule.