



2025-2026 School Year

Elementary Teacher-Librarian and Media Specialist

The CIS Elementary Teacher Librarian/Media Specialist serves as the classroom teacher for the elementary library. The librarian's role includes work with students, faculty, and parents to create a hub of learning in the library environment. The Elementary Teacher Librarian is part of the elementary faculty and reports directly to the elementary school principal.

The CIS Elementary Teacher Librarian/Media Specialist is responsible for creating an atmosphere of curiosity, in literature and research, and provides the necessary challenges and support to students, faculty, staff and parents to create such an environment.

The CIS Elementary Librarian/Media Specialist is up to date with latest media trends, including e-books and libraries, research portals, and has a sound working knowledge of Follett Destiny and all that it has to offer our community.

Students

- Creates a welcoming environment for students to develop self study skills, agency, and love for research and learning;
- Guides all community members to explore and enjoy the growing hard and digital media on hand in the library;
- Provides foundational research and library skills to all elementary students;
- Seeks input from students about literature to incorporate into the CIS library resources;

Faculty and Staff

- Participates in and supports ongoing professional development among faculty and staff
- Seeks input from faculty and school leaders about literature to incorporate into the CIS library resources, including professional development work;
- Supports faculty in developing research skills in all elementary students;
- Recommends support material for classroom learning through an active awareness of units and learning objectives;
- Develops the annual and ongoing ordering of digital and analog resources for the secondary library;





Families

- Creates an open environment that encourages families to utilize the library and its resources;
- Organizes book groups to support community involvement;
- Recommends and highlights holdings to families through newsletter and other community communications;

Minimum Qualifications:

- Bachelor's degree; Master's degree preferred;
- Experience in international education and with international students, faculty and families;
- Certification as a librarian (certification as both a librarian and teacher preferred),
- Experience as a teacher-librarian or librarian with teaching background. Sound working knowledge of Follett Destiny software.

Please send a resume and cover letter that includes your approaches to impactful learning through the library environment; a list of three *supervisory references* (principals, heads of school)) with up to date contact information to Ms. Annie Eugene, HR Manager at jobs@cisb.org.in and to Mr. Chris Mockrish,, Elementary School Principal, at esprincipal@cisb.org.in. Shortlisted candidates will be contacted for online interviews.

