

Head of Library (K-12) & Elementary Literacy Coordinator

Organization: American School Hong Kong, an Esol Education School

Industry: Education

Start Date: August 1, 2025

Reporting to: Principal, Elementary School & School Director

School Overview:

American School Hong Kong (ASHK) is a K - 12, non-profit, college preparatory school offering a holistic American education taught by qualified educators who inspire, motivate and challenge students to achieve excellence.

ASHK is operated by Esol Education, a premium international education organization, with 45 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents. Similar to all other Esol schools, ASHK has gained accreditation from the Western Association of Schools and Colleges (WASC), The Middle States Association (MSA), and with the International Baccalaureate (IB).

At ASHK, our mantra is focused on high expectations of ourselves and high expectations for the students who enter our school community. The combination of a welcoming and safe environment, skilled and inspirational teachers, and supportive parents, makes for great learning and a rich, rewarding atmosphere. We are committed to building a learning community where care and respect for one another is of paramount importance. We are committed to providing a balanced and holistic program with equal emphasis on the intellectual, social, creative, and physical domains.

Curriculum:

English is the language of instruction and communication at the school. The US Common Core, Next Generation Science Standards, and other American and best practice international standards provide the framework for learning from KG to Grade 12. Teachers integrate a 'STEAM' program in the elementary division. The International Baccalaureate Diploma Program (IB DP) was launched in August, 2021.

Our Mission:

To provide a challenging American and international education that empowers students to be independent critical thinkers and responsible global citizens who excel in their future studies and careers.

Our Vision:

To be widely recognized as a welcoming global community where creativity and innovation equip students with the knowledge, skills, and attitudes necessary to achieve their fullest potential.

Head of Library / Literacy Coordinator Description:

The Head of Library / Literacy Coordinator promotes literacy and a love of reading among students. This role includes developing literacy programs, managing library resources, and supporting students and teachers. The coordinator conducts workshops, fosters an inclusive library environment, and collaborates with educators to enhance literacy across the curriculum.

The Head of Library / Literacy Coordinator plays a crucial role in helping students become independent, lifelong learners, equipping them with the skills necessary to access, analyze, synthesize, and communicate information efficiently in various formats. They promote reading as a valuable pursuit that encourages critical thinking, creativity, empathy, and the development of literacy skills.

Working closely with faculty, the Head of Library / Literacy Coordinator provides a wide variety of resources to support curricular needs, including access to multiple databases. They collaborate with teachers in planning and teaching units or assignments to foster information literacy skills throughout the curriculum. Additionally, the Head of Library / Literacy Coordinator manages the library facility and develops the resource collection, evaluating and selecting materials to meet student needs and support the school curriculum.

Specific Responsibilities of Head of Library (K-12)

- Collaborate with students and staff to enhance achievement by analyzing information needs, utilizing resources, and fostering a love of reading;
- Stay updated on research in teaching and learning, apply findings to help students access and evaluate information effectively;
- Work with teachers to connect student information needs with curricular content and available resources;
- Provide expertise in acquiring and evaluating information resources, raises awareness of information issues, and model effective strategies for accessing and evaluating information;
- Develop and implement literacy programs that engage students and promote reading across all grade levels;
- Organize workshops and training sessions for staff on integrating library resources into lesson plans;
- Encourage family involvement in literacy initiatives through events and resources that support student learning at home;
- Monitor and assess the effectiveness of literacy programs and adjust strategies based on student feedback and performance data;
- Create a welcoming and inclusive library environment that supports diverse learning needs and encourages exploration;
- Advocate for the importance of information literacy and reading within the school community through presentations and communications.

Specific Responsibilities of Elementary Literacy Coordinator

- Develop and implement engaging literacy programs and initiatives that promote reading and writing skills among students;
- Work closely with educators to integrate literacy strategies across the curriculum, providing resources and support for lesson planning;
- Evaluate student literacy levels and progress through assessments to identify areas for improvement and tailor interventions accordingly;
- Organize and deliver workshops and training sessions for teachers on effective literacy instruction and best practices;
- Oversee the selection, acquisition, and organization of library materials, ensuring a diverse and relevant collection that supports literacy goals;
- Implement reading programs, such as book clubs, reading challenges, and author visits, to encourage student engagement with literature;
- Organize events and resources to involve families in their children's literacy development, fostering a community of readers;
- Track and analyze student literacy data to assess the effectiveness of programs and make data-driven decisions for future initiatives;
- Promote the importance of literacy within the school community, advocating for resources and support for literacy development;
- Stay up-to-date with the latest research, trends, and best practices in literacy education to continually improve programs and strategies.

General Description/Duties:

- Support the philosophy and pedagogical approach used by the school and become familiar with the curriculum associated with the assignment;
- Participate in the Orientation Program that precedes the start of the school year;
- Perform supervision duties as assigned by the Principal at places such as the school's playgrounds, hallways, cafeteria;
- Develop, organize and lead extra-curricular activities including, but not limited to, those found in the realm of athletics, arts, leadership, service, cultural and clubs;
- Participate in or observe activities organized to benefit students, parents and colleagues of the school;
- Demonstrate commitment to professional development both within and outside the school.

Required and Preferred Qualifications and Experiences:

- Bachelor's degree at minimum and teaching qualification/appropriate certification in Library Science / Literacy
- Previous Library / Literacy experience (preferably at an international school) with demonstrated strong organizational, administrative and interpersonal skills
- Experience in curriculum development and instructional design related to literacy education
- Proven ability to implement and assess literacy programs effectively
- Knowledge of diverse literature and resources that reflect a variety of cultures and perspectives
- Experience with digital literacy tools and resources, including databases and online learning platforms
- Strong skills in data analysis to evaluate student progress and program effectiveness
- Ability to foster a collaborative environment among teachers, students, and families
- Commitment to ongoing professional development and staying current with advancements in library science and literacy education
- Understanding of information literacy standards and practices
- Excellent communication and presentation skills
- A positive, caring, community-minded team player with a passion for teaching

Compensation and Benefits:

American School Hong Kong offers an initial contract term of two years (renewable). The salary and benefits package will be competitive within Asia. Benefits include a gratuity upon successful completion of the contract, housing allowance, relocation allowance, medical insurance, tuition subsidy for dependent children, and a professional development allowance.

Application Procedure:

The following application materials are required:

- Expression of interest
- A current CV with the contact details of 3 professional referees (at least one from a supervisor at your current school)
- One-page statement of educational philosophy and/or approach to teaching and learning

Include all documents in a single PDF file and forward by email to:

Christopher Coates

School Director

American School Hong Kong

jobs@ashk.edu.hk

Personal data collected will be used for recruitment purpose only. Please note that only short-listed candidates will be contacted.