



ISK JOB DESCRIPTION / RECRUITMENT PROFILE

Interim MS/HS Library Manager (One-Year Position)

Mission: *ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.*

Vision: *Empowering students to create solutions for tomorrow's challenges*

Reports To: Director of Teaching and Learning

Position Summary:

The Interim MS/HS Library Manager is responsible for the smooth daily operation of the Middle School/High School library as a safe, welcoming, and well-organized learning space. This one-year, local-hire position focuses on managing the library environment, coordinating the use of the space and resources, supporting students, collaborating with teachers, and supervising library assistants.

This is an interim non-faculty, support-staff position focused on the operational management of the MS/HS library. It is a student-facing operational and support role that helps ensure an effective library program and a positive library experience for the school community.

Primary Responsibilities

Library Space Management

- Oversee daily operations of the MS/HS library as an organized, welcoming, and purposeful learning environment
- Coordinate scheduling and use of the library space for classes, small groups, individual students, and special events
- Maintain clear procedures and routines that support respectful and effective use of the space
- Monitor student behavior in the library and ensure expectations for safety, care, and community are upheld
- Maintain organization and presentation of library spaces and materials
- Help maintain the library as an inviting hub for reading, study, and collaboration

Coordination with Teachers and School Staff

- Work closely with MS/HS teachers to coordinate class use of the library and respond to resource needs
- Help teachers and students access library materials and services connected to classroom learning
- Communicate effectively with faculty and administrators regarding scheduling, student use, and library operations
- Attend relevant divisional or operational meetings as required

Student Support

- Provide day-to-day support to students using the library for reading, studying, research, and academic work
- Help students locate resources, use the library responsibly, and develop independence in accessing information
- Build positive relationships with students and contribute to a culture of inclusion, respect, and belonging
- Maintain a calm, supervised, and supportive environment for students throughout the school day

Supervision of Library Assistants

- Supervise and support library assistants in their daily responsibilities
- Coordinate workflows related to circulation, shelving, resource organization, and general library operations
- Help ensure assistants are clear on priorities, schedules, and expectations
- Foster a collaborative and service-oriented team culture within the library

Resource and Operational Support

- Maintain and organize the library collection
- Support circulation procedures, displays, reading promotion, and library communications
- Monitor supplies and resource needs
- Assist with administrative and operational tasks that support the effective running of the library

General School Responsibilities

- Fulfill supervision duties as assigned, including occasional evening or weekend events if needed
- Support schoolwide expectations related to child safeguarding, wellbeing, inclusion, and community engagement
- Adhere to ISK safeguarding policies and confidentiality standards
- Carry out other duties reasonably assigned by the administration

Qualifications and Experience

- Bachelor's degree or equivalent relevant experience (**required**)
- Experience in a library, school, or student-centered environment (**minimum five years preferred**).
- Experience managing shared spaces, coordinating operations, or supervising staff (**preferred**)
- Strong organizational and communication skills
- Strong interpersonal skills and the ability to work effectively with students, faculty, and staff
- Demonstrated ability to build positive relationships and maintain a welcoming environment
- Proficiency with Google Workspace and library/resource management digital systems
- International school experience is an advantage

Desired Attributes

The successful candidate will be:

- Student-centered and approachable
- Organized, dependable, and proactive
- Calm and confident in supervising students
- Collaborative and flexible
- Inclusive and culturally responsive
- Committed to supporting a positive school environment

ISK's Mission, Vision & Educational Aims



MISSION ISK inspires and nurtures passion, creativity & ambition in pursuit of a better world.

VISION

EMPOWERING students to create solutions for tomorrow's challenges.

LEARNING at ISK

At ISK, learning is the construction of meaning. We construct meaning through inquiry-based experiences that transcend disciplines.

These active roles prepare all ISK learners to achieve our vision to empower students to create solutions to tomorrow's challenges.



Self-Manager

As a self-manager, I am responsible for my actions. I reflect on my learning and set goals to continue to grow. I take initiative and persevere to overcome challenges. I am aware of my needs and the needs of others.



Thinker

As a thinker, I identify problems and find creative solutions. I am curious and pose questions in ways that open up thinking and create new possibilities. I analyze and evaluate information to design and develop solutions and opportunities. I make claims and support them with evidence and reasoning. I deepen my understanding by considering different viewpoints.



Collaborator

As a collaborator, I actively listen to understand the ideas of others. I contribute by asking questions and building on the ideas of others. I ensure that all voices are heard and valued by encouraging others and sometimes compromising as we build on our strengths. I am respectful of others' opinions and form positive relationships as a community member in order to achieve a common goal.



Change-maker

As a change-maker, I use my skills and understandings to make a positive difference. I am interested in working on real-world problems and being helpful locally and globally. By being aware of my culture and other cultures, I better understand issues from many points of view. I try to make principled decisions in my everyday life and advocate for a just and equitable future.



Communicator

As a communicator, I express ideas and information clearly, confidently, and appropriately. I listen and show respect when others are speaking. I express my true self and understand that my words impact others. I support and provide space for those whose voices and identities may not be heard.