



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)
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JOB DESCRIPTION

September 2026

Job Title	MS/HS Librarian
Divisional Team	MS and HS School
Department/School	MS and HS School
Reports to	MS and HS Principals
Hire type	Faculty

ABOUT ISKL

Vision: Know yourself, care for all, and create a better world.

Mission: We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has been a center of excellence in international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,700 students aged 3-18, representing over 60 nationalities, at its campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum which combines leading North American educational frameworks with global best practice. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's purpose to prepare our students for life itself.

ISKL is the longest-running IB World School in Malaysia and has been authorized by the International Baccalaureate Organization to provide the prestigious International Baccalaureate Diploma Programme (IBDP) since 1989.

ISKL is also the only school in Malaysia to offer this range of high-quality, transdisciplinary pathways in High School that enable every learner to choose the curriculum best suited to their abilities, interests, and aspirations. Options available include PRAXIS (for Grade 9 students), Pursuits Program, the full IBDP, or a student-selected combination of individual IB, Advanced Placement, and High School Diploma courses. This flexibility creates global further education opportunities, with ISKL's students receiving acceptances from leading universities worldwide.

ISKL is accredited internationally through the Council of International Schools (CIS) and in the United States through the Western Association of Schools and Colleges (WASC). Across its divisions, ISKL strongly focuses on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

JOB PURPOSE

The MS/HS Librarian is a learning leader responsible for advancing a culture of reading, research, inquiry, and information literacy across the Middle and High Schools. Working collaboratively with divisional leaders, Curricular Area Leaders, and teachers, the Librarian provides leadership in developing students who read widely and deeply, pursue questions with curiosity, engage critically with information, and use evidence ethically and effectively to construct and communicate knowledge.

The Librarian leads the development of a coherent MS/HS approach to literacy and research, strengthening both the love of literature and the skills and dispositions required for effective inquiry. The role supports teachers in designing rich learning experiences, develops shared practices for research and information literacy, and helps the school respond thoughtfully to the changing information landscape, including artificial intelligence, social media, misinformation, and emerging technologies.

The Librarian provides leadership for the MS/HS Library as a dynamic center of learning, reading, inquiry, collaboration, and intellectual life within the school community.

RESPONSIBILITIES inclusive but not limited to:

Duties are outlined below in the three main areas of learning and teaching, leadership/collaboration and program administration/management.

Literacy and a Culture of Reading

- Provide leadership for the development of a strong culture of reading across the Middle and High Schools, promoting reading for pleasure, learning, curiosity, and personal growth.
- Champion literature and ensure students encounter rich, diverse, challenging, and engaging texts that broaden perspectives and deepen understanding of themselves and others.
- Collaborate with teachers to strengthen literacy across disciplines and within the curriculum of all disciplines.
- Develop initiatives, experiences, collections, and community partnerships that make books, literature, authors, and ideas visible and valued within the intellectual life of the school.

Research, Inquiry, and Information Literacy

- Lead the development of a coherent MS/HS approach to research and inquiry, establishing shared expectations for how students ask questions, locate and evaluate information, construct arguments, use evidence, cite sources, and communicate new understanding.
- Collaborate with teachers and Curricular Area Leaders to embed research, inquiry, critical thinking, and information literacy authentically within curriculum and assessment.
- Lead the school's development of students as discerning users and creators of information, with particular attention to source credibility, critical evaluation, misinformation, media literacy, academic integrity, artificial intelligence, and the ethical use of information.
- Ensure that students progressively develop the research skills and dispositions required for increasingly sophisticated independent inquiry from Middle School through graduation.

Instructional Leadership and Collaboration

- Serve as a learning leader and thought partner to teachers and school leaders in the areas of literacy, inquiry, research, information literacy, best practices in library sciences and emerging information technologies.
- Work alongside teachers to co-design, co-teach, and reflect upon learning experiences that develop students as readers, researchers, critical thinkers, and knowledge creators.
- Build faculty capacity through coaching, modeling, professional learning, resource curation, and collaborative curriculum development.
- Collaborate closely with classroom teachers to design, apply and evaluate successful lessons, units and curricular standards
- Partner with teachers to implement AI disclosure protocols, transparent process documentation, and authentic attribution frameworks
- Supervise the processing, distribution and maintenance of classroom textbooks at the High School level.
- Expand collection management and curation responsibilities to include managing digital databases

alongside AI-powered research platforms and establish guidance for high-quality, peer-reviewed database access.

- Contribute actively to curricular and divisional conversations where expertise in literacy, research, inquiry, information, or emerging technologies can strengthen student learning.
- Identify opportunities for interdisciplinary inquiry and research that connect learning across subject areas and divisions.

Library as a Center for Learning

- Provide strategic leadership for the ongoing development of the MS/HS Library as a vibrant and inclusive center for reading, inquiry, intellectual exploration, collaboration, and community.
- Ensure that library collections, digital resources, spaces, programming, and services respond to the evolving learning needs and interests of students and faculty.
- Supervise, lead, and develop the MS/HS Library team, establishing priorities that place student learning, reading, research, and engagement at the center of its work.
- Use evidence of student and faculty engagement to evaluate the impact of the library program and identify opportunities for continued development.
- Manage library resources, collections, budgets, systems, and operations effectively in support of the library's educational purpose.

Library Expertise (Technical skills)

- Familiarity with all genres of fiction and non-fiction literature, to best promote and support lifelong reading among users of all ages, interests and abilities
- Demonstrated competence in instruction, AI literacy frameworks, generative search tools, and ethical AI integration in G6–12 and IB environments
- Significant understanding of significant concepts in the area of research learning: such as the inquiry model, reliability of information, and structures of research arguments. It is especially important that the candidate has a deep understanding of the potential impact of AI and social media in the research process
- Competence in library operations and management including but not limited to library circulation and cataloging systems.
- Build information literacy and architecture with familiarity with AI queries, critical evaluation of synthetic content, and digital media literacy tools
- Knowledge of how to use digital technologies effectively in promoting student learning
- Outstanding interpersonal skills: a good listener with a collaborative style

Personal attributes

- Emulate and excel in ISKL's culture in demonstrating empathy and care, commitment to collective efficacy beliefs in nurturing positive impacts on students' achievements, and having high expectations of self is an absolute necessity
- Have the ability to interact well with all within the ISKL community, able to navigate and be respectful in multinational settings
- Maintain a caring yet professional relationship with the students through respecting each student as an individual
- Be a self-starter, independent, problem-solver, flexible, hardworking and have the ability to be creative and be an absolute team player
- Be able to think creatively, communicate effectively, reason critically, collaborate constructively and learn enthusiastically.
- Demonstrated ability to develop community and generate trust while working with others
- Awareness of contemporary library design elements
- Innovative and creative ability to create a space that positions the library at the center of learning and future readiness
- Highly energetic, enthusiastic, visible, approachable and open-minded

QUALIFICATIONS AND EXPERIENCE Preferred

- Advanced training (Master's degree with emphasis in library specialty)
- Teaching qualification and experience (library media specialist both MS/HS level preferred)
- Successful progressive library experience (including in an international school preferred)

Important notes:

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating and preserving ISKL Values by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role. It does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.

PROCEDURES**Application**

Please apply on our [website](#) through the online application process.

For a teaching position, to begin your application process, please ensure that you are registered with either Search Associates, Schrole (Tes), and/or GRC (Global Recruitment Collaborative), then complete our online application form on our [website](#).

Interview

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline. Interested candidates are therefore advised to apply as early as possible.