High School Librarian

The ISB Educator Profile

ISB educators embody key attributes integrated with our core values to create a vibrant, inclusive learning community. They are **adaptable** professionals who thrive in dynamic environments, remaining flexible and ready to pivot to meet the evolving needs of our students. As true **collaborators**, they view education as a shared endeavor—actively co-planning, co-teaching, and building strong relationships with colleagues and families. They serve as **optimistic problem solvers** who approach every challenge with a positive outlook, turning obstacles into opportunities for innovation and growth. Above all, their practice is **student-centered**, ensuring that all pedagogical and design choices are rooted in student learning and well-being. Ultimately, ISB educators embody our mission by demonstrating curiosity, courage, and empowerment in their lives, work, and professional growth.

ISB's ideal candidate combines deep subject expertise and strong pedagogy with humility, drive, and a positive disposition for supporting young learners.

We believe

At ISB, we believe that education is a dynamic, creative, and collaborative human endeavor. We are seeking a passionate High School Librarian and Extended Essay Coordinator to join our faculty and help students explore, investigate, and make sense of the world.

Our vibrant school environment thrives on the energy and dedication of our faculty. We seek educators who navigate diverse teaching responsibilities with ease and work closely with students, families, counselors, and administrators to foster a rich community of inquiry. Our teachers bring curiosity, creativity, and a commitment to collaboration to their work, designing meaningful learning experiences that support students' academic, social, and emotional growth.
Beyond the classroom, our educators support students in co-curricular programming, trips, activities, performances and are available to support and celebrate their growth and development as they strive to reach their full-potential.

Position Overview

The High School Librarian provides leadership and support for library, information literacy, reading, research, and media services within the High School.
The Librarian works collaboratively across the school community to develop an inclusive, student-centered program that supports teaching, promotes lifelong reading, and ensures access to high-quality print, digital, and media resources.
This role includes teaching research and information literacy skills to build independent learners, collaborating with faculty to integrate research across the curriculum, and serving as the IB Extended Essay Coordinator.

September 2026

Required Qualifications and Experience

- Bachelor's degree from an accredited university.
- Valid teaching qualification or professional credential in library or information science education.
- At least three years of relevant and recent experience as a school librarian, teacher librarian, or library media specialist.
- Experience with, and a belief in, an inquiry approach to teaching and learning

Preferred Qualifications

- Master's degree in Library Science (MLS), Library Media Specialist certification, or equivalent advanced degree.
- Experience working in a progressive international school environment.
- Experience with the IB Diploma Program's Extended Essay process

Pedagogical Practice requirements

- Has an Inquiry-based approach to teaching and learning
- Ability to adapt teaching to the context
- Highly Skilled in using a varied pedagogical and assessment toolkit
- Can challenge and extend all learners
- Can integrate the teaching of skills to prepare students for life beyond the classroom
- Identifies instructional resources to meet the diverse needs of students
- Uses data to improve learning

Mindsets and Dispositions

- Cares for students
- Strong work ethic
- Contributes positively to the culture of the school
- Open-minded and adaptable
- Demonstrates growth-mindset and passion for lifelong learning
- Culturally competent
- Reflective on their practice

Core Responsibilities

- Serves as an Advisor in the High School Advisory Program.
- Collaborate as an effective member of high school teams (PLC, Department, Grade Level, etc.)
- Positively contribute to school culture through the support and sponsorship of a student club or non-stipended extracurricular activity.
- Participates in professional development training and attends required presentations.
- Provides a positive and safe environment in which students are encouraged to actively engage in the learning process.

- Maintain professional obligations, meeting deadlines, and honoring schedules.
- Strictly uphold ISB standards of integrity, respect, child safeguarding, and student well-being.
- Performs other duties and responsibilities as assigned by their supervisor.

Teaching and Learning

- Partner with High School teachers to integrate research, media literacy, digital citizenship, and inquiry into unit designs.
- Provide targeted instruction on research strategies, source evaluation, ethical information use, and digital tool navigation.
- Guide students to become independent, critical, and ethical creators and consumers of information.
- Co-design and co-teach interdisciplinary projects utilizing varied print, digital, and multimedia resources.
- Cultivate a school-wide culture of reading for personal enjoyment and intellectual growth.
- Differentiate learning opportunities to challenge and support students of diverse abilities, interests, and backgrounds.

Library Program Development

- Manage a student-centered High School Library program aligned with ISB learning goals.
- Provide equitable access to library facilities, collections, and educational programs
- Organize literary events, displays, and initiatives that spark curiosity and foster community belonging.
- Assess and continuously refine library services based on student feedback, curriculum needs, and data.
- Contribute to the alignment and articulation of K–12 information literacy benchmarks.

Collection Development and Resource Management

- Curate and maintain a balanced, current collection of print and digital resources supporting the curriculum.
- Select materials that reflect diverse student backgrounds, interests, reading levels, and global perspectives.
- Advance diversity, inclusion, and multilingualism through collection development.
- Regularly evaluate, promote, and weed resources to keep the collection engaging and relevant.
- Oversee the library budget with fiscal responsibility to maximize resource impact.
- Maintain effective cataloging standards and assist community members in accessing catalog systems.
- Uphold school policies regarding copyright, privacy, collection policies, and acceptable use.

Library Operations and Leadership

- Ensure the library is a welcoming, organized, and effective learning environment.
- Coordinate facility scheduling and manage student and faculty access to physical and digital resources.
- Supervise, mentor, and support professional growth for library instructional assistants and support personnel.
- Establish operational procedures in coordination with High School leadership and divisional librarians.
- Collaborate with operations and IT departments regarding facility needs, technology integration, and events.

Collaboration and Professional Community

- Partner with Elementary and Middle School Librarians to deliver a seamless K–12 library program.
- Work alongside Curriculum and EdTech leaders to align information literacy and digital research goals school-wide.
- Build strong, positive working relationships with students, faculty, leadership, and families.
- Engage in continuous professional learning to remain current on library science, literacy, and educational technology trends.
- Partner with counselors, administrators, and parents to support students' academic achievement and social-emotional well-being.

Application Details

Interested candidates should complete the online application (www.isb.ac.th/job-opportunities) at the earliest opportunity and before the deadline of **February 1, 2027.** Search Associates candidates need **only** apply through the Search Associates platform, and finalists will be invited to complete the secondary screening via

TruFit Talent. All other applicants can apply directly through TruFit Talent using the link provided in the vacancy announcement on the school website.

Please note that if an outstanding applicant is identified early in the search process, ISB reserves the right to make an appointment prior to the deadline.

Compensation and Benefits

ISB provides a competitive compensation and benefits package that is commensurate with the candidate's experience and aligned with global international school standards. Benefits provided to the employee and up to two dependent children.