Jakarta Intercultural School

JOB OPENING

POSITION:	Library Media Specialist
REPORTS TO:	Elementary School Principal
CONTRACT TERM:	2 School Years (2027-2029)
CONTRACT START DATE:	1 July 2027
JOB OPENING:	25 September 2026

External: We reserve the right to end the recruitment process once a suitable candidate is found.

POSITION OVERVIEW

At Jakarta Intercultural School (JIS), the Elementary School Library is a welcoming and engaging learning environment where students develop a love of reading, explore their interests, and build the skills to become confident, independent learners. Through a diverse collection of print and digital resources and a developmentally appropriate instructional program, students strengthen their inquiry, research, information and media literacy, and digital citizenship skills.

The **Elementary School Library Media Specialist** leads the library program and works closely with classroom teachers and specialists to integrate literature, inquiry, and information literacy into learning across the curriculum. The specialist also oversees library resources and services, supports students with diverse learning needs, and fosters a reading culture that extends beyond the library and into the wider school community.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree in Library Science, Library and Information Science, or a related field.
2. Valid professional qualification or certification in School Librarianship, Library Media, Library Science, or a related field.
3. Minimum five years of experience in a school library or library media specialist role, preferably in an elementary school setting.
4. Strong knowledge of children's literature, reading development, and strategies for fostering reading engagement among elementary students.
5. Demonstrated experience in curriculum planning, instructional collaboration, and teaching inquiry, research, and information literacy skills.
6. Knowledge of contemporary practices in media literacy, digital citizenship, and the age-appropriate use of emerging technologies, including artificial intelligence.
7. Experience integrating print and digital resources into teaching and learning to support student inquiry, creativity, and critical thinking.
8. Proficiency in library management systems, digital resource platforms, and collection development practices.
9. Ability to use student learning evidence and library program data to inform instructional planning, resource selection, and program improvement.
10. Commitment to providing inclusive and equitable access to learning resources and adapting instruction to meet the needs of diverse learners, including multilingual learners.
11. Experience working within a Professional Learning Community (PLC) and collaborating with teachers and school leadership on curriculum design and development.
12. Strong interpersonal, organizational, and communication skills, with the ability to build positive relationships with students, colleagues, and families.
13. Prior experience in an international school setting is preferred.
14. Openness to new ideas and diverse perspectives, with a commitment to continuous professional growth.
15. Willingness to engage in student advisory and pastoral programs.
16. Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
17. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Library and Literacy Advocacy

- Foster a schoolwide culture of reading through engaging library programs, displays, events, and initiatives.
- Develop students' identities as readers by fostering a love of reading, responding to their interests, and introducing them to a diverse range of literature.
- Guide students in selecting age-appropriate reading materials that reflect their interests, reading abilities, and individual needs, building their confidence in making informed reading choices.
- Cultivate a welcoming, inclusive, and engaging library environment that encourages reading, inquiry, and collaboration.

Curriculum Development and Instructional Excellence

- Develop and deliver a coherent, developmentally appropriate library instructional program that supports inquiry, research, information and media literacy, and digital citizenship across the Elementary School.
- Teach students to locate, evaluate, interpret, organize, and communicate information effectively.
- Guide students in the responsible and ethical use of information and technology, including source evaluation, attribution, copyright, digital safety, and age-appropriate AI literacy.
- Design inquiry-based learning experiences that encourage students to ask questions and explore diverse perspectives.
- Use student learning evidence and feedback to inform instruction and support the continued development of the library instructional program.
- Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within students through intentional teaching methods and curriculum integration.

Collaborative Curriculum Development

- Collaborate with classroom teachers and specialists to identify opportunities to integrate inquiry, research, information and media literacy, and digital citizenship skills into curriculum units across subject areas.
- Co-plan, co-teach, and assess curriculum-based learning experiences with classroom teachers.
- Partner with teachers to select and integrate literature, informational texts, and digital resources into curriculum units.
- Participate actively in collaborative planning, curriculum development, and Professional Learning Communities.

Student Support and Inclusion

- Provide targeted small-group and individual instruction in research skills and the effective use of library resources.
- Collaborate with the Student Support Team (SST), EAL teachers, and other specialists to adapt library instruction and resources to meet students' diverse learning needs.
- Promote equitable access to library resources and learning opportunities, ensuring that students can engage with materials that reflect diverse languages, cultures, identities, and perspectives.

Library Management and Collection Development

- Oversee the selection, acquisition, cataloging, circulation, maintenance, and evaluation of a balanced, diverse, and up-to-date library collection.
- Use curriculum needs, student interests, circulation data, and community feedback to guide collection development and resource selection.
- Manage library systems, digital resources, research databases, and subscriptions.
- Establish and maintain procedures for library operations, responsible resource use, and the protection of student information.
- Monitor and manage the library budget in coordination with the Elementary School Principal.
- Plan and coordinate the logistical and operational aspects of library events, including author visits, book fairs, and reading celebrations.
- Mentor and supervise library support personnel.

Professional Development and Schoolwide Engagement

- Stay current with research and best practices in school librarianship, children's literature, information literacy, educational technology, and emerging approaches to teaching and learning.
- Provide professional learning and guidance for teachers on integrating library resources, inquiry, research, media literacy, and digital citizenship into classroom instruction.
- Contribute to schoolwide initiatives and strategic planning related to library services and student learning.
- Evaluate library programs and services using relevant data and feedback to inform program improvement.
- Actively engage in the JIS Growth and Appraisal process to enhance professional practices and alignment with educational standards.

Community Engagement and Outreach

- Engage families through guidance, resources, and learning opportunities that support reading, information literacy, and the responsible use of digital resources at home.
- Build and maintain relationships with authors, libraries, and educational organizations.
- Foster a school culture of respect, identity, and pride among students, parents, and colleagues.
- Build positive interpersonal relationships, actively engage in Child Safeguarding Practices, and promote positive interactions among our diverse student body.
- Lead extracurricular activities that enhance student collaboration, performance, teaming, talent, and leadership.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

Adaptability and Support

- Adapt to both asynchronous and synchronous online teaching formats when necessary.
- Identify and seek support from peers and administration when in need, and provide peer support to maintain a collaborative work environment.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties and assume other responsibilities as assigned by the Elementary School Principal.

TO APPLY

Interested candidates should apply directly by email to teachingapplication@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume, clearly indicating all academic qualifications and professional teaching certifications, including the issuing authority, subject area(s), and grade level(s) covered by each certification.
- List of three to five professional references, including each reference's name, position, relationship to you, phone number, and email address. *References will not be contacted without the candidate's permission.*

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.