

Xi'an Liangjiatan International School Job Description

Position: Librarian
Department: Whole School
Supervisor: Director of Whole School Cultural Activities and Dormitory

XLIS Mission

XLIS provides a non-profit education focusing on enabling students to be confident, open-minded global citizens through life-long learning and a sense of community.

XLIS Vision

To lead education through innovation and a student-centered, community-driven approach.

Main Responsibilities:

1. Program Planning and Development

- Create a positive, welcoming, and engaging learning environment in the library.
- Foster a love of reading.
- Align the library program with the mission and vision of the school.
- Develop, record, and maintain the library resources including literature, reference material, multimedia, textbooks, and databases.
- Collaborate and support the teachers and students with appropriate learning resources and collaborative reading classes.
- Empower students to become readers, thinkers, and ethical users of information.
- Select, acquire, and develop an appropriate collection of resources in different formats.
- Develop a collection with a multicultural range of authors that reflects cultural diversity.
- Organize the collection to ensure its maximum use.
- Plan the layout of the library to suit the needs of all age groups and be aesthetically pleasing.
- Plan special literacy-based events including book fairs, book character day, storytelling, author visits, and reading competitions.
- Ensure the smooth organization and running of the library daily.
- Promote academic honesty and the ethical use of information.
- Participate in curriculum meetings and collaborate with home room teachers to enhance the learning experience of all students.
- Co-lead research sessions for the PYP Exhibition, the MYP META Projects, MYP Personal Project, and the DP Extended Essay.

- Impart information literacy skills to all students.
 - Plan and administer the library budget for the fiscal year (January to December)
- 2. Staff Management**
- Supervise and train librarian assistants.
 - Ensure that the librarian assistants meet XLIS' expectations as presented in their JD.
 - Facilitate and implement professional development opportunities for librarian assistants.
 - Conduct 3 library class observations of librarian assistants using XLIS' PGP
- 3. Budgeting, Purchases, and Finance**
- Manage the library's budget planning and its use.
 - Conduct all relevant library accounting.
 - Conduct all purchasing related to the library's materials, prizes, and events.
 - Create a financial report for the library detailing all expenses, salary payments, and investments.
- 4. Events & Showcases**
- Conduct the library orientation (start of the academic year)
 - Conduct reading challenges throughout the year.
 - Conduct 1 book fair per semester.
 - Conduct 3-4 storyteller visits or events per year.
 - Support Literacy Week
 - Design and implement the Summer Reading Program
- 5. Student Satisfaction**
- Respond promptly to all parent inquiries, communications, and complaints along with the Head of Whole School Cultural Activities.
 - Design and conduct 1 student and parent satisfaction survey per semester
 - Gather and process data from surveys to ensure the program's growth and improvement.
 - Share data with school leaders upon request.
- 6. Other Responsibilities**
- Support the Primary student supervision duties as issued by the Primary Principal (2-3 duties per week, not exceeding 25 minutes each).
 - Provide event support not only to library relevant events but also to whole-school events.

- Carry out any other duties as may reasonably be required by the school senior leadership team.

7. Professionalism

- Familiar with the school's policies and procedures related to teaching and learning, child protection and safety, and asset management.
- Adhere to the school's code of ethics and professional standards.
- Is responsible to seek professional development opportunities to promote self-growth.
- Clear communication and collaboration with colleagues, including students, teachers, and administrators, to ensure that their library needs are met.
- Display sensitivity to cultural differences and the ability to adapt to diverse working environments, which may involve collaborating with people from different nationalities and backgrounds.
- Establish trust and possess honest work ethics and is transparent in all communications while working for and in the best interest of the school and its community.
- Manage time effectively, prioritize tasks, and deliver quality work within deadlines.

8. Skills and Abilities Required

- Basic computer and accurate data processes skills
- Experienced at using Destiny Follet
- Good communication and interpersonal skills
- Good customer service skills
- Ability to process instructions and set priorities.
- Ability to respond to crisis or accidents on time and professionally.
- Ability to work as part of a team.
- Ability to follow the school's code of ethics.