



المدرسة الإنجليزية الحديثة  
THE ENGLISH MODERN SCHOOL

Policies and Procedures

Section Five – Personnel

## 550.430 – Job Description Librarian

### INTRODUCTION

The Librarian is directly responsible to the Head Librarian but provides services to the Head of School. He/she is expected to maintain effective working relationships with administrators, teachers, non-teaching staff, students, parents, School Board, and other members of the community at large. The Librarian will be a positive role model that fosters a positive learning atmosphere by developing and maintaining efficient and productive day-to-day operations of the library program of the school.

### QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Certification from an accredited Master's Level program in Library and Information Science that includes 24 hours of library Media Studies or a Masters in Library Science (MILS) degree from an accredited college, university or appropriate national body of another country
- Demonstrated ability to lead.
- Minimum of 5 years of experience as a Library Media Teacher.

### REPORTS TO:

- Head Librarian, but some supervision responsibility delegated to the Head of School.

### SUPERVISES:

- School based personnel – Assistant Librarian, Library Assistant (if necessary - volunteers and student assistants)

### TERMS OF EMPLOYMENT

- Initial contracts are for 2 years.
- Subsequent contracts are for 1 year.
- Librarian contracts will indicate 202 working days per year.
- Salary is determined by placement on a salary grid:
  - Salary grid categories follow the guidelines in *Policy 530.1 – Professional Staff Qualification*.
  - Salary grid levels (steps) are determined by equating one year of full time experience to one step on the grid. EMS will grant a maximum of Step 10 for initial contracts.

## **PERFORMANCE RESPONSIBILITIES**

### **Leadership**

As a leader, the Librarian creates a student-centered learning environment in line with the English Modern School mission. The Librarian is an excellent communicator who instills enthusiasm in others by making them feel that they are important members of a team. Strong leaders foster an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. They anticipate future obstacles and continually retool to meet challenges. The Librarian demonstrates his/her role as an active leader within the school and an advocate for the School Library Program (SLP) and a professional member of the school library community by:

1. Benchmarking the SLP to school and national program standards.
2. Serving on decision making teams/committees at the school.
3. Taking an active role in school improvement and accreditation committees.
4. Sharing expertise by presenting at faculty and parent meetings.
5. Creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with library and teaching staff.
6. Sharing with the learning community up-to-date school and SEC policies concerning such issues as materials selection, circulation, reconsideration of materials & copyright.
7. Collecting and analyzing data to improve instruction and to demonstrate correlations between the SLP and student achievement.
8. Encouraging the use of instructional technology to engage students and to improve learning.
9. Maintaining active membership in professional associations.
10. Remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs.
11. Advocating for the SLP and the guiding principles of the school library profession.
12. Maintaining frequent and timely communication with stakeholders through the school and library webpage, parent newsletter, e-mail, and other formats.
13. Maintaining an effective public relations program for the library.
14. Demonstrating a commitment to maintaining intellectual freedom and promoting the ethical use of information.
15. Writing articles and submitting regular reports providing evidence of what the library (and librarian) do to prepare students to be successful in the 21<sup>st</sup> century.
16. Using local, national and international school library data and research to engage support.

## Instructional Partner

As an instructional partner, the Librarian works with the library staff, teachers and other educators to build and strengthen connections between student information needs, curricular content, learning outcomes, and information resources. The Librarian demonstrates his/her role as an essential and equal partner in the instructional process by:

1. Participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, and then assessing student progress.
2. Encouraging teachers to ensure the inclusion of the full range of literacy skills (information, media, visual, digital, and technological literacy) in the school curricula.
3. Collaborating with teachers and students to design engaging learning experiences that incorporate multiple literacies and foster critical thinking.
4. Joining with the teachers to plan and implement meaningful experiences that will promote a love of reading and lifelong learning.
5. Providing professional development opportunities within the school related to the SLP.
6. Organizing the resource collection for maximum and effective use.

## Information Specialist

As information specialist, the Librarian provides expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The Librarian ensures equitable access and responsible use of information by:

1. In accordance with the SEC and school policies, developing and maintaining a collection of resources appropriate to the curriculum, the learners, the teaching styles and instructional strategies used within the school community.
2. Cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school.
3. Evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers.
4. Providing guidance in software and hardware evaluation, and developing processes for evaluation of such.
5. Understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same.

## Teacher

As a teacher, the Librarian assists students by guiding them in:

1. Reading for understanding, for exposure to diversity of viewpoints and genres, and for pleasure.
2. Using information for defined and self-defined purposes.
3. Building on prior knowledge and constructing new knowledge.
4. Embracing the world of information and all its formats.
5. Working with peers in successful collaboration for learning.
6. Constructively assessing their own learning and the work of their peers.

## Program Administrator

As program administrator, the Librarian works collaboratively with members of the learning community, the Head Librarian and other school librarians to define the procedures for the SLP. The Librarian maximizes the efficiency and effectiveness of the school library program by:

1. Using strategic planning for the continuous improvement of the program.
2. Ensuring that the SLP goals and objectives are aligned with school's long-range strategic plans.
3. Administering the SLP budget to support specific program goals.
4. Using effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives.
5. Using evidence of practice, particularly in terms of learning outcomes, to support program goals and planning.
6. Generating evidence in practice that demonstrates efficacy and relevance of the school library instructional program.
7. Conducting ongoing action research and evaluation, when appropriate, that creates data that is used to inform continuous program improvement.
8. Supervising and evaluating library staff, which may include assistant librarians, library assistants, volunteers and student assistants.
9. Preparing, justifying, and administering the SLP budget to support specific program goals.
10. Establishing and communicating standardized processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed.
11. Creating and maintaining in the school library a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning.
12. Selecting and using effective technological applications for management purposes.
13. Participating in the recruiting, hiring, and training of librarian assistants, assistant librarian, students, and volunteer staff.
14. Effectively scheduling the school library to maximize student accessibility to staff and resources.

### **EVALUATION OF PERFORMANCE:**

Annually, in accordance with the *EMS Evaluation Policy*.

Date Submitted: October 13, 2015

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