

JOB DESCRIPTION: SECONDARY SCHOOL LIBRARIAN

LAST REVIEWED: November 2024

VALID: 2024-26 School Years

JOB POSITION: Secondary School Librarian

REPORTS TO: Secondary School Principal

RESPONSIBILITIES AND DUTIES

- Responsible for defining Daystar Academy's secondary-specific library policies and collaboratively developing cohesive K-12 library policies in collaboration with the Elementary Librarian, and coordinating secondary and shared activities related to it;
- Creating and maintaining a teaching and learning environment in the school library that is inviting, safe, flexible, and conducive to student learning;
- Developing a linguistically balanced secondary school bilingual library - organizing collections of age/grade-appropriate books, publications, documents, audiovisual aids, and other reference materials for convenient access;
- Preparing and justifying the secondary school library budget to support specific program goals;
- Creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff;
- Remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs;
- Participating in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners;
- Participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities;
- Joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning.
- Other duties, as assigned by the secondary school Principal

QUALIFICATIONS & REQUIREMENTS

- Successful experience as a Middle/High School Librarian (required)
- Fluent in communicating in English (required), Mandarin (preferred)
- Bachelor's degree (required); Master's degree (preferred)
- Experience working in a bilingual setting (preferred)
- Must be open-minded and demonstrate an interest in living in China and working at a school committed to developing bilingual and bicultural students