



Job Description Librarian

Job Details	
Position / Title	Librarian
Department	Principal and Vice Principal
Reports To	Vice Principal
Line Manager	Academic
Job Code	JD/HR/044
Prepared/Revised On	January 2020
Job Purpose	
<p>An effective school librarian will love books and love to inspire children of all ages to read. You must have effective communication skills and should be able to work well with others.</p> <p>School librarians are responsible for organising and managing collections of journals, books, magazines, newspapers, electronic documents, and other data resources. At the elementary/primary school level, librarians are also responsible for organising mini lessons, crafts, and story time. School librarians will work with children to help guide them to material of the appropriate reading level. Throughout all levels, you will monitor the checking out and returning of books. In addition, you are responsible for helping students find and understand information within the library that they may need.</p> <p>ICS Librarians will use their experience and knowledge to plan, lead, organise and control the operation of the school library according to the ICS policy and standards of library practice.</p>	

Responsibilities	
1.	With assistance and input from teaching staff, prepare a list of books required for the library.
2.	Contact local and international book suppliers to obtain quotations.
3.	Attend local book fairs to get more information about available books. Arrange book fairs to be held within the school.
4.	Assist students and teachers in the sourcing of library materials and resources.
5.	Take overall responsibility for cataloguing and storage of library books.
6.	Withdraw library materials which need to be mended, discarded and/or replaced.

7.	Issue books and other resource media to students and teachers, and ensure that returned books are free from any damage.
8.	Record receipt of payment for lost and damaged material.
9.	Answer borrowers' questions concerning circulation rules.
10.	Make sure that no reference book is issued from the library.
11.	Assist students and teachers in using technology resources available in the library.
12.	Coordinate with subject teachers to develop the school library.
13.	Assist students in the development of computer based projects.
14.	Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and use information ethically.
15.	Foster a love of learning and reading in each student.
16.	Facilitate benchmarking the library program to school, state, and national standards.
17.	Understand and promote copyright, fair use, and licensing of intellectual property.
18.	Maximise the efficiency and effectiveness of the school library programme. Prepare reports termly to inform Principal of progress.
19.	Strategically plan for the continuous improvement of the school library programme.
20.	Follow and adhere to the ICS Confidentiality Policy.
21.	Uphold the school code of conduct and all school policies, rules and procedures in a supportive and positive manner.
22.	Follows any other instructions and performs any other related duties as assigned by the Principal and/or Vice / Assistant Principals, where they do not breach ICS policies.

Key Performance Indicators (KPI's)

1.	Implementation of relevant ICS policies and procedures.
2.	Timely preparation list of requirements of books, place request and follow up.
3.	Effective relationship with book suppliers.
4.	Effective relationship with students and teachers.
5.	Accurate and on time recording of books IN/OUT from the library.
6.	Increased withdrawal of books by students.



7.	Performance data demonstrating increase of reading ability in students.
Communications and Working Relationships	
Internal:	All students and staff
External:	Including but not limited to suppliers, distributors, Universities and benchmarking agencies
Qualifications and Experience	
Minimum Qualifications:	Degree in the subject of Library Science, or comparable.
Minimum Experience:	Minimum 4-7 years' Library experience in a similar environment.
Required:	
Preferred:	
Competencies and Skills	
1.	Excellent communication (English & Arabic).
2.	Ability to work as part of a team.
3.	Excellent organisational skills
4.	Advanced level of MS Office skills, Internet/Email applications
5.	Ability to work under pressure and to meet deadlines.
6.	Patience and empathy in responding to the unique needs of individual students.
7.	Keep abreast with the latest trends and best practices.
8.	Understanding and proficiency in relevant technology.
9.	Knowledge of current educational and reading methodologies and techniques.
10.	Excellent knowledge of child development and latest education theories and practices related to reading.
ICS is committed to Child Protection and promoting the welfare of Children and Young People. All successful candidates will be subject to Police Checks and ADEK approval.	



Approvals and Job Holder Acknowledgement			
	Name	Signature	Date
Employee			
Head of Department			
Principal			