



MS TEACHER LIBRARIAN

KISJ teachers believe that their students will create positive change around the world. Their roles, responsibilities, and results are rooted in this vision. KISJ teachers model the beliefs and values embedded in the DRAGONS.

KISJ teachers are champions of professionalism and employ best-researched practices in teaching and learning. They are leaders of learning and demonstrate this by modeling expectations and providing rich and varied learning opportunities to ensure challenging and positive experiences. KISJ teachers embrace a standards-referenced approach to planning, grading, and reporting. They are fully engaged in the learning community at KISJ and collaborate effectively with team members across various grade levels, subject areas, and divisions. KISJ teachers are lifelong learners who engage in professional growth and development through the coaching process, consistent reflection and reiteration of their practices. The ideal candidate is open to feedback and willing to grow. KISJ faculty enthusiastically embrace the ongoing school improvement process through their active service in focus groups. KISJ faculty champion the DRAGONS and are positive members of a dynamic community of learners.

JOB DESCRIPTION

The **MS Teacher Librarian** reports to the MS Principal and creates a library environment where collaboration and creative problem solving thrive. The MS Teacher Librarian is an excellent communicator and fosters an environment of creativity, and culture of reading and information literacy, welcoming and encouraging input from others to create consensus. The Teacher Librarian is a vital resource in creating a school-wide culture of reading. They anticipate future obstacles and continually retool to meet challenges. They provide leadership and instruction to help students and teachers use the MS Library and other information resources. His or her role is to promote KIS, Jeju's Mission, Vision, and DRAGONS.

Preferred Qualifications:

- Master's degree in Education or Library Science.
- Minimum of 2 years international teaching experience
- Experience in a similar position in a school of similar size and complexity.
- Ability to future-think and problem solve.
- Ability to build capacity around initiatives.
- Ability to collaborate and reach consensus amongst stakeholders.
- Strong verbal, presentation, and written communication skills.

Reports to: Middle School Principal

Roles and Responsibilities:



- Fulfil all aspects of professional duties as outlined in the [KISJ Teaching Faculty and Staff Handbook 2018-19](#)
- Promote and support literacy at all grade levels
- Work as a team member with the Elementary and High School Teacher Librarians, and three Korean Librarians
- Share responsibility with the MS Korean Librarian, a co-equal position reporting to the school's Business Team
- Work closely with the Technology Integrator and IT team to teach information literacy skills
- Promote and support age-appropriate information literacy skills development for our MS students.
- Provide guidance and instruction to students at all MS grade levels on ethical use of information and KISJ plagiarism policies.
- Develop programs (coordinated with teachers) to extend IT/IL skills.
- Work with students in grades 6-8.
- Assist teachers in obtaining instructional materials to support designated units of study.
- Help to create and organize classroom libraries in support of Reading and Writing Workshop.
- Participate in faculty, IT/IL Department, curriculum, and other special meetings.
- Engage in personal professional development activities and organizations related to both education and library services.
- Work to remain current in the field.
- Perform such other duties as may, from time to time, be assigned by the MS Principal.
- The MS Korean Librarian and Teacher Librarian work together to:
 - Develop and maintain the library's collection through new acquisitions (print, online, AV, and serials) and regular weeding, guided by student and faculty input and student achievement data
 - Maintain the library space as a place for students and faculty to find and use information, collaborate, and build a love of reading
 - Create policies and procedures for the library
 - Monitor the library budget and submit Purchase Requisitions for MS Principal's approval
 - Facilitate school wide events like author visits, book fairs, and reading celebrations
 - Conduct a year-end inventory of the library's collection and equipment
 - Catalog and process new acquisitions
 - Circulate and shelve a robustly used collection
 - Supervise students who are working in the Library