

Bishkek International School

Job Description: Librarian

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has 260 students from age 2 to 18. Sixty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

RESPONSIBILITIES

Development and administration of library resources

1. Support teachers, students and parents in teaching and learning through the provision of resources
 - (i) Continuously develop a collection that promotes international mindedness and the IB Learner Profile, supports units of inquiry in particular, and inquiry-based teaching and learning in general, reflects the diversity (learning styles, cultures, beliefs and mother tongues) and interests of our community
 - (ii) Involve the community (teachers and students) in the development of the collection (e.g. Wish List)
 - (iii) Compile, curate and provide easy access to print and electronic resources which support units of inquiry and promote the IB Learner Profile, international mindedness, and key concepts through resource lists
 - (iv) Provide access to local and global information sources (print, electronic, people)
 - (v) Share and provide access to PD online resources (e.g.: only2clicks, Twitter/pypchat, blogs)
2. Establish and implement library resources policies and procedures, including convenient and accessible library and information services for students and staff.
3. Develop and maintain the catalogue of all learning resources at BIS (including course textbooks and workbooks and electronic devices and other resources held in different classrooms and storerooms)
4. Effectively manage all BIS learning resources to maximise their use by students and staff, with minimal damage and loss, ensuring that students and staff return of all resources on time in good condition.
5. Administer the library facilities to ensure that they are always well presented and everything is in the correct place, and work with staff and students to maintain order.
6. Maintain clear records of loss and damage and work with the 'Policies & Records Administrator' to manage the 'book deposit scheme' for students.
7. Establish and maintain online learning resources available to BIS students and staff.

8. Work with the Director of Studies and in partnership with teachers to continually upgrade the learning resources available at BIS and ensure that they are appropriate for the educational programs in the school.
9. Establish and maintain agreements with other physical libraries to provide open access to these libraries for BIS students and staff.
10. Be responsible for the 'Book Club', including order catalogues, providing parents and students with updates, order books and ensure the proper delivery of books.

Help students to access and use library resources

1. Provide a safe and welcoming environment that nurtures students' curiosity, facilitates inquiry, promotes the IB Learner Profile, lifelong learning and reading
 - (i) Provide and maintain a comfortable, safe and visually appealing environment
 - (ii) Display of, and easy access to, visually appealing nonfiction books
 - (iii) Display and present literature promoting the IB Learner Profile and international-mindedness
 - (iv) Provide easy access to different kinds of information sources (print and electronic)
 - (v) Display student questions to signal that questions and wonderings are valued (Wonder Wall, inquiry journals) and making time for questions
 - (vi) Act as a role model by demonstrating curiosity and wonderings
2. Involve parents in reading to students and develop their interest in books.
3. Organize activities and events to encourage school-wide reading.

Specific Teaching Responsibilities

1. Work with the Director of Studies and in partnership with teachers to design and implement a library education programme for school students
2. In collaboration with classroom teachers, help students acquire the information literacy skills needed as inquirers, lifelong learners and readers
 - (i) Collaborate with teachers in teaching necessary information literacy skills when and where they are needed, e.g. during units of inquiry
 - (ii) Follow the same inquiry process when introducing authors to students in the library
 - (iii) Through online tutorials and pathfinders help students in practicing skills in their own time
 - (iv) Through detailed blog posts and parent sessions enable parents to understand the skills we teach and the resources we use, so that they can follow up and support the inquiries from home
 - (v) Act as a role model in being an inquirer, information seeker and reader
3. Set teaching and learning programmes for each class for 'use of learning resources' in accordance with the main educational programme.
4. Differentiate instruction to meet the individual needs of each student having regard to their abilities and aptitudes.

Voices Newsletter

1. Be the main collator and editor of the English language version of the BIS weekly newsletter 'Voices' which is sent to students, parents and the wider community every week.

2. Encourage all staff and students to submit finished articles with photographs for inclusion in Voices.
3. Ensure that the emphasis in Voices is on excellent photos with minimum text.
4. Ensure that the completed Voices is sent for translation into Russian by 13:00 every Thursday during term time.

General

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Director of Studies.
2. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
3. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
4. Maintain high quality standards in all areas of the school
5. Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Reports to the Head of Administration for management of library resources.

Reports to the Director of Studies for selection of new library resources, provision of library services and Voices newsletter.

Requirements

- University Graduate.
- Genuine enjoyment of working with school students and proven ability to enable a wide range of children to develop their academic and social potential.
- Excellent interpersonal, team leadership and membership skills.
- Able to communicate well with students, staff and parents and to gain their confidence and respect.
- A love of books and enjoyment in sharing this enthusiasm with others.
- Clear understanding of research methods and ability to teach students research skills.
- Near native fluency in spoken and written English.
- Relevant education or experience working in a library is a strong asset.

Application

- Send your application in English by email to hr@esca.kg by Monday 1st July
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.