



Head Librarian

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	Curriculum Integration Center (CIC) Principal	<i>Division</i>	CIC
<i>Job Title</i>	Library Director	<i>Department</i>	CIC
<i>Approved By</i>	CIC Principal	<i>Section</i>	
<i>Revision No/Date</i>			
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world class SMIC Private School Library through providing excellent up-to-date library service to students and school staff.		
Successful SMIC Private School educators have ...	<ul style="list-style-type: none"> • <u>Passion</u> about bringing quality education to students that includes ... <ul style="list-style-type: none"> ○ love for education ○ consistently operating with a commitment to positivity, excitement and creative problem-solving ○ respect for working in a multicultural environment where multiple work styles are valued and celebrated ○ being a caring contributor who bring enjoyment to the workplace • <u>Team spirit</u> commitment that includes ... <ul style="list-style-type: none"> ○ a can-do attitude ○ respect for genuine joyful collaboration ○ dedication to positive and supportive interpersonal relationship skills ○ willingness to take initiative ○ desire for transparency ○ ability to take direction easily when needed ○ willingness to make personal sacrifices for the greater school-wide good ○ committed to working in a team based teaching environment where flexibility and collaboration are key • <u>Strong work ethic</u> values that include ... <ul style="list-style-type: none"> ○ high standards of quality ○ effective organizational skills ○ being self-directed ○ ability to multitask ○ comfort with big picture concepts while being detail-oriented when implementing school plans ○ serving as a strong positive role model for students at all times • <u>Responsible outlook</u> that includes ... <ul style="list-style-type: none"> ○ a sense of ownership and reliability in getting the job done correctly to the end ○ ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed 		



Job Duties

- **Oversee libraries on different sites of the school**
 - Consolidate annual reports from different libraries
 - Review and consolidate total library annual budget
 - Oversee the functions of different SMIC libraries
 - Hold regular joint library meetings
 - Coordinate major library events such as Reading Spirit Week
- **Help lead and create library innovation and re-design**
 - Help lead a team of SMIC educators to evaluate the effectiveness of the school's current library system
 - Help identify ways to innovate and maximize our current library spaces, keeping in mind current library design and service trends
 - Networking with library professionals outside of SMIC to learn about what other schools are doing in order to help guide our school in terms of knowing current trends and providing modern relative library services
 - Networking with school personnel to help assure the school library is the academic heart of the school
- **Align collection with curriculum**
 - Generate annual reports on collection & circulation statistics in September
 - Meet with Academic Administrators regularly about teacher resources and collection-curriculum alignment (along with the Library Committee)
 - Update the list of curriculum-related resources
- **Maintain student-oriented Library Service**
 - Design/plan library activities for library promotion including (but not limited to) Scholastic book club orders, book fairs, book talks, book displays, etc.
 - Carry out a survey to invite suggestions from students/teachers in Q3 annually
 - Analyze survey data and make plans for better library service the following year
 - Design ways to keep the MHS library system current and updated making it an important center for students' academic study, both in and out of the classroom
- **Arrange Professional Workshops and Library Orientation**
 - Arrange work-related workshops and site visits to other school libraries
 - Arrange Library Orientation sessions to (new and/or returning) teachers/students in Aug/Sep about its collection and the support of student projects.
 - Lead library introduction sessions for visitors
- **Keep the library circulation system up-to-date**
 - Contact the circulation system vendor to upgrade the library system
 - Arrange for payment of annual fees for system maintenance and other library payments as required through the finance office
 - Give training to (new and returning) library staff on how to use new functions in the system
- **Make library budgeting and Purchasing**
 - Propose annual budget for the MHS library
 - Oversee and regulate library spending in general
 - Be in charge of ordering/purchase/payment process



The SMIC PRIVATE SCHOOL 上海市民办中芯学校

(tel) 86-21-5855-4588 • (fax) 86-21-5895-7828/5855-7462 • www.smicschool.com

Elementary Division No. 3, Lane 19 Qingtong Road
 Middle/High School Division No. 169 Qingtong Road
 Pudong New Area Shanghai, China 201203

小学部 中国上海浦东新区青桐路19弄3号
 中学部 中国上海浦东新区青桐路169号
 邮编: 201203

	<ul style="list-style-type: none"> ○ Maintain library acquisition files including inventorying all new items, and deletion of outdated items, and maintaining circulation figures for the MHS library ● Conduct Personnel related work <ul style="list-style-type: none"> ○ Help in the recruitment of new staff ○ Evaluate performance of assistant librarian(s) and give feedback/suggestions ● Other in-house tasks <ul style="list-style-type: none"> ○ Oversee and update library rules and circulation policies to meet student and faculty needs ○ Coordinate the use of library space with other offices for school events ○ Meet weekly with the supervisor ○ Hold regular meetings of library staff ○ Guide and help assistant librarians on daily work whenever necessary ○ Receive donations / gifts / exchanges on behalf of the library
<p>Organization and Communication Skills</p>	<ul style="list-style-type: none"> ● Demonstrate strong positive commitment toward school improvement ● Demonstrate commitment to professional library service including keeping current with innovations and best practices at the secondary school level ● Knowledgeable about the secondary education system in an international school setting ● Demonstrating a proactive attitude in providing students and staff with library resources and services ● Comfortable working in a school that integrates Chinese- and American-style educational philosophies ● Preferred to have fluency in both oral and written English and Chinese at a professional standard ● Desire to actively engage in professional development opportunities as provided by the school or through individual initiative and to keep current on professional trends in providing modern dynamic library services in an international school setting ● Flexible in adapting to a multi-cultural environment with school community members of many nationalities



The SMIC PRIVATE SCHOOL 上海市民办中芯学校

(tel) 86-21-5855-4588 • (fax) 86-21-5895-7828/5855-7462 • www.smicschool.com

Elementary Division No. 3, Lane 19 Qingtong Road
 Middle/High School Division No. 169 Qingtong Road
 Pudong New Area Shanghai, China 201203

小学部 中国上海浦东新区青桐路19弄3号
 中学部 中国上海浦东新区青桐路169号
 邮编: 201203

<p>Education and Work Experience Requirements</p>	<ul style="list-style-type: none"> • Bachelor's degree related to Library Administration • Possessing a valid teaching license/certificate as a school librarian at least 3 years full-time librarian experience in a regular middle/high school setting • Bilingual skills in Chinese and English preferred
<p>Signatures</p>	<ul style="list-style-type: none"> • As the employee, I have reviewed this job description with my direct supervisor and have been provided a copy of this job description. <p style="text-align: center;"> X X </p> <hr/> <p>Employee Printed Name</p> <p style="text-align: center;"> X </p> <hr/> <p>Date</p> <ul style="list-style-type: none"> • As this staff member's direct supervisor, I have reviewed this job description with the employee assigned to this role as listed above. <p style="text-align: center;"> X X </p> <hr/> <p>Direct Supervisor Printed Name</p> <p style="text-align: center;"> X </p> <hr/> <p>Date</p>