

JOB DESCRIPTION

The job description is intended to present the range of main duties performed by an employee in this position. It is not meant to reflect every and each partial duty performed within the job.

GENERAL INFORMATION	
JOB TITLE	Learning Innovation Hub Teacher Librarian
SECTION / DEPARTMENT	Whole School
REPORTS TO	Director of Educational Technology

OVERALL PURPOSE OF THE POSITION
The Learning Information Hub Teacher Librarian acts as a vital link between the school community and the expansive world of information, fostering lifelong readers and inquisitive minds primed for success in a highly digital world. Their role involves curating relevant resources, mentoring students in critical thinking, and collaborating with the faculty to amplify technology-integrated education. As part of the Learning Innovation Hub team, which includes both Teacher Librarians and Technology/Design Coaches, the ideal candidate will be instrumental in shaping and advancing multimodal literacies and innovation throughout the entire school.

INTERNATIONAL SCHOOL OF PRAGUE

MISSION



INSPIRE ENGAGE EMPOWER

all learners to be

curious
competent
compassionate
changemakers

Learning@ISP

Definition of Learning

What does it mean to learn at ISP?

Learning is a transformative process that...

builds on what we know and can do,
deepens what we understand, and
changes who we are.

Learning Principles

Learning best happens when...

Learners' **curiosity** drives what and how they learn.
Learners know what they're learning and why it is **significant**.
Learners know where they are as learners and how to **go further**.
Learners **persist** with relevant and rich challenges.
Learners consider and **connect** complex ideas.
Learners **apply** their learning in diverse and challenging contexts.
Learners feel a sense of **safety** and **belonging**.

KEY RESPONSIBILITIES
<p>In collaboration with colleagues, students, and the broader community:</p> <ul style="list-style-type: none"> • Foster Lifelong Learners: Cultivate an innate sense of curiosity, guiding learners to become lifelong readers, independent researchers, and innovative creators. • Access to Quality Resources: Ensure that learners have ready access to diverse, relevant, and enriching resources. • Global Collaboration: Create an environment where learners can effortlessly connect, communicate, and create on both local and global scales. • Personalized Learning Opportunities: Tailor learning opportunities to address both the identified and expressed needs or interests of our learners.

- **Lead in Research Education:** Spearhead the development, instruction, and assessment of research skills throughout the entirety of the IB programme continuum.
- **Enhance Information and Technology Integration:** Collaborate closely with fellow educators to infuse information and technology skills within the curriculum.
- **Safe and Authentic Tool Usage:** Serve as a role model in demonstrating and guiding the appropriate, safe, and genuine utilization of information and technology tools.

EXPERIENCE, SKILLS & DISPOSITIONS REQUIRED

A dedicated educator with an unwavering passion for fostering vibrant learning communities. Committed to innovation and continuously elevating the educational experience.

Holistic Approach to Learning:

- Reads extensively and thoughtfully, drawing insights from a wide array of sources.
- Expertly finds, manages, and curates information tailored for specific audiences and objectives.

Pedagogical Excellence:

- Proficient in contemporary literature for students.
- Success in designing and executing lesson plans that harness student curiosity.
- Proven experience in inquiry-based practices and literacy development, especially for multilingual and multicultural learners.

Communication & Collaboration:

- Exceptional ability to communicate with clarity and empathy to students, parents, and peers.
- Thrives in collaborative settings, backed by high intra & interpersonal intelligence.

Technological Proficiency:

- Mastery in selecting and leveraging cutting-edge tools for optimal learning and communication.
- Promotes digital literacy, fostering essential information and digital skills in others.

Professional Growth & Leadership:

- Self-driven with a proactive mindset, always seeking professional advancement.
- Leads effectively from any position, demonstrating a growth mindset and an open-minded approach to professional learning.

International Experience:

- Brings international/multicultural teaching experience to the table, enriching the learning environment.

Innovative & Solution-Oriented:

- Recognized as an impactful educator with a flexible, solutions-focused attitude, always ready to adapt and overcome challenges.

EDUCATION & TRAINING PREFERRED

- Master's degree Library Science or equivalent
- Teaching certification
- Relevant IB programme experience preferred
- A background in the Universal Design for Learning (UDL) framework.
- A minimum of five years of recent and related experience
- Experience directly related to main responsibilities specified above.

Note:

- Signature below is required for hard-copy retention in the personnel file kept within the HR department.
- In ISP Child protection and child safety is of highest priority therefore as part of our comprehensive child welfare policy, ISP performs background checks on all its employees, who must abide by the **ISP Child Protection Policy**.

APPROVED & ACKNOWLEDGED:

Supervisor's Signature:		Date:	
Employee's Signature:		Date:	