

Head of Libraries Job Description

Job Title: Head of Libraries

Overview

The Head of Libraries promotes the concept of the library as a hub of learning, and the key role of the librarians in planning and supporting learning. The Head of Libraries provides the ISK community with library and research services, and maintaining and developing the library and its collections. The Head of Libraries supervises the Librarians as they work as a team to ensure the libraries are fulfilling their purpose to ISK.

Reports to:

- Academic Director

Required Education, Skills and Experience

- Bachelor's Degree or higher
- Experience as a school librarian
- Qualification and/or significant coursework in relation to librarianship
- Teaching qualification
- Experienced with library management software
- Functionally fluent in English

Preferred Education, Skills and Experience

- Teaching experience
- Experience and/or training in one or more IB programs
- Experienced with Follott Destiny software
- Functionally fluent in Russian

Responsibilities Related to Head of Libraries

- Establish and implement the long-term vision for the libraries
- Direct the Librarians in tasks related to the maintenance of the libraries
- Facilitate training for the Librarians and other staff members to better use the library, library catalog, and research materials

- Maintain open communication with the entire Library team, and share information with the appropriate staff as needed
- Communicate the needs of the libraries to the Senior Leadership Team
- Participate in the Honor Council to support Academic Honesty for all ISK students
- Participate in the development of school policies

Responsibilities Related to Working in the Libraries

- Assist teachers in finding resources to use in class to promote understanding of subject material and for students' research needs
- Assist teachers in planning and implementing trans/interdisciplinary units
- Promote and encourage reading for both students and staff
- Develop and manage convenient, accessible library and information services
- Provide library services in response to the information needs of library users
- Work closely with the Librarians and teachers in collaborative projects
- Train all students and staff in correct citation requirements
- Coordinate the Book Fair
- Coordinate Visiting Author events
- Train library users to effectively search the Library catalog
- Establish and implement library and information policies and procedures
- Establish and manage the budget for library and information services
- Develop and manage cost-effective library and information services
- Order materials and maintain records for payment of invoices
- Analyze and evaluate library and information services requirements
- Provide effective access to library collections and resources
- Develop and maintain library collections
- Perform original cataloging and classification of print, audio-visual, and electronic resource
- Maintain the organization of library materials
- Ensure an accurate inventory of resources, including textbooks
- Maintain inventories, compile statistics, and generate reports as required
- Ensure the library and its resources are properly maintained and kept in good repair
- Develop and maintain cataloging procedures
- Maintain circulation files, records, and statistics

Additional Responsibilities

- Other duties as assigned
- Support ISK's philosophy, policies, practices and procedures
- Contribute to continuous program improvement
- Operate at all times within the stated policies and practices of the school
- Set a good example through personal and professional conduct

