



Job Description

Position: High School Librarian and Extended Essay Coordinator

Department: Secondary Library

Reports: HS Principal

Collaborates With: MS Librarian, Schoolwide Library and Media Department, HS School Faculty, IB DP Coordinator

Job Classification: Overseas or Local Hire

Status: Non-Exempt

Position Summary:

The High School Librarian fosters a culture of reading, inquiry, and academic integrity while supporting teaching and learning across the curriculum. Working in close partnership with the Middle School Librarian, the HS Librarian leads instructional programs that promote information fluency, ethical research, and the purposeful use of technology. They will manage and develop a diverse, relevant collection, integrate digital tools that enhance learning, supervise library staff, and ensure the library functions as a dynamic, student-centered space for both independent and collaborative work. The role also includes coordinating the Extended Essay process and contributing to a cohesive, innovative schoolwide library program. Success in this position requires strong organization, adaptability, and the ability to thrive in a fast-paced, high-performing high school environment. The Librarian will also prioritize, promote, and safeguard the welfare of all ASD students and show commitment to the principles of diversity, equity, inclusion, and social justice.

Responsibilities:

Instructional Leadership

- Promote reading as a foundational skill for discovery, lifelong learning, and global citizenship, and as a source of enjoyment
- Collaborate with teachers to design and deliver instruction that builds inquiry, research, and information literacy skills
- Integrate academic integrity, digital citizenship, and ethical research practices into lessons and projects with critical evaluation
- Provide direct instruction and support to students in research, citation, and source evaluation through workshops, one-on-one guidance, and class collaborations
- Serve as a grade level advisor and support the monitoring of students within the library

Resource and Collection Management

- Curate and maintain a balanced, diverse collection that supports the curriculum, reflects student interests, and aligns with the cultural context of our region
- Select and organize materials that promote inclusion, accuracy with input from staff and students
- Manage print and digital resources, ensuring access to databases, e-books, and research tools that enhance teaching and learning.
- Oversee the library budget, acquisitions, and annual inventory in collaboration with the Middle School Librarian.
- Evaluate the collection regularly for relevance and use, updating and weeding as needed.

Library Operations and Staff Management

Partner with the Middle School Librarian to:

- Supervise and support library assistants, fostering a collaborative, student-centered team culture
- Coordinate daily operations, schedules, and coverage to keep the library running smoothly and consistently for students and staff
- Maintain an organized, welcoming, and flexible space that supports reading, research, and collaboration
- Establish and review procedures for circulation, equipment use, and facility management
- Collaborate on shared systems, community events, and long-term program development

Collaboration and School Engagement

- Partner closely with the Middle School Librarian to align programs, share resources, and ensure a cohesive library experience across divisions
- Collaborate with teachers and instructional leaders to integrate research, inquiry, and digital literacy into classroom practice
- Work with departments to design interdisciplinary projects that promote critical thinking and authentic research
- Coordinate literacy events, author visits, and reading initiatives that build community and celebrate learning
- Contribute to school committees and cross-divisional initiatives that advance ASD's academic mission and strategic goals

Extended Essay Coordinator

- Lead and manage the IBDP Extended Essay program, ensuring clear timelines, communication, and accountability for students and supervisors
- Collaborate with the DP Coordinator and other EE Coordinators to align expectations, share best practices, and maintain consistency across subjects
- Train and support supervisors so they feel confident guiding students through the research and writing process
- Provide student learning through the DP Institute sessions and one-on-one support focused on effective research, academic writing, and responsible use of information and technology
- Oversee supervisor assignments, progress monitoring, and final submissions, ensuring deadlines are met and academic integrity is upheld

Professional Learning and Growth

- Stay current with best practices in library and information science, research instruction, and technology integration.
- Engage in professional learning through conferences, workshops, and librarian networks to strengthen practice and bring new ideas to ASD.
- Share expertise with colleagues through presentations, training sessions, and collaborative planning.
- Model curiosity, reflection, and a commitment to continuous learning for both students and staff.

Qualifications

Basic Requirements

- Bachelor's degree in Library and Information Science, Education, or a related field
- Current teaching license or librarian certification
- Minimum of three years of experience as a school librarian or equivalent educational role

Preferred Qualifications

- Master's degree in Library and Information Science or Education
- Experience in an international or independent school setting
- Experience with the IB Diploma Programme and the Extended Essay process