



Vienna International School Job Description

Job Title: Assistant Librarian (ESS) in the Secondary Library

Responsible to: Librarian and Learning Resources Coordinator

Job Summary: The Assistant Librarian in the Secondary School is expected to provide assistance to the Librarian and Learning Resources Coordinator and support to library users related to circulation, usage, organization acquisition and maintenance of library resources.

Personnel Specification	Essential	Desirable
Minimum Qualifications	<ul style="list-style-type: none"> - Librarian Degree/Certificate or equivalent - Fluency in English (oral and written skills) 	
Professional Experience	<ul style="list-style-type: none"> - At least 2 years experience in working as an Librarian 	<ul style="list-style-type: none"> - Previous experience in an international school
Professional Understanding and Knowledge	<ul style="list-style-type: none"> - Computer literate in Excel, Microsoft Word and library related programs 	
Professional Competencies	<ul style="list-style-type: none"> - Strong communication and positive interaction skills required in an international environment 	<ul style="list-style-type: none"> - Experience and understanding of the working of international schools, including empathy for the challenges faced by teachers, students and parents
Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A strong commitment to supporting students 	

KEY RESPONSIBILITY AREAS

The Assistant Librarian in the Secondary School Library is expected to:

- Provide cover for Librarian and Learning Resources Coordinator when needed
- Primary responsibility for closing the Library at 5.30 pm
- Manage and supervise CAA & CAS activities with students
- Assist with Catalogue and Collection development and maintenance
 - Preparation of new materials (including class-sets of Textbooks)
 - Repair and maintenance of books, covers and labelling
 - Shelving and shelf reading
 - Bibliographic record creation and maintenance
 - Applying selection and 'weeding' criteria



- Circulation Desk duties
- Working with Parents, Staff and individual students to satisfy Information needs
- Liaison with Library volunteers
- Liaison with Primary Library Staff to coordinate and ensure service delivery and ensure a continuum for students moving from the PYP to the MYP
- Additional duties as deemed appropriate by the Librarian and Learning Resources Coordinator or Chief Digital Information Officer

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development