



AMERICAN COMMUNITY SCHOOL

OF ABU DHABI SINCE 1972

JOB DESCRIPTION:

TITLE: Middle and High School Library Media Specialist

DEPARTMENT: Middle and High School Technology, Library, and Media Services

REPORTS TO: Director of Learning Innovation, Middle and High School Principals

JOB CLASSIFICATION: Teaching Salary Scale

WORKING HOURS: 7:30 to 4:00 pm daily; 7:30 to 4:30 pm on Wednesdays; 7:30 to 12:30 on Fridays

The Middle School Librarian is an integral member of the faculty who will work to provide subject matter expertise to the students' instructional program in the area of information literacy. He/she is a passionate middle and high school educator with an ability to develop, implement and maintain systems that encourage patrons to utilize information literacy in a positive environment. The MS/HS School Librarian will support and implement the vision of ACS through advocating and building effective library and information services and programs that contribute to the development of lifelong learners and will create strong connections between the library, classroom programs and the curriculum.

INSTRUCTIONAL PARTNER:

As an instructional partner the MS/HS Library Media Specialist works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. This person demonstrates his or her role as an essential and equal partner in the instructional process by:

- Collaborate with classroom teachers to plan and prepare effective instruction within the library throughout the year
- Ensure that information literacy skills are integrated into the curriculum in partnership with classroom teachers
- Ensure that information literacy skills are integrated into the curriculum in partnership with classroom teachers
- Provide a library space that is conducive to learning and supports a student-centered learning environment
- Effectively apply updated and research-based strategies to address the needs of diverse learners in a culture of transition and mobility
- Actively support student's social emotional learning and well-being by contributing and participating in appropriate activities and programs after school and during the school day
- Engage with students in meaningful activities beyond the classroom which extend learning experiences and meet the needs of students
- Model and promote the use of information technologies to support the integration of information technology appropriately into the curriculum
- Work as a member of the IB DP Core team to support students through the EE process and supporting TOK and CAS when needed.



INFORMATION SPECIALIST:

As an information specialist, the MS/HS Library Media Specialist provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. This person ensures equitable access and responsible use of information by:

- Maintain budgets, reports and orders for Library Media Center resources.
- Develop flexible circulation and utilization policies and procedures for collections and services and maintain accurate collection records.
- Collaborate as a member of the Library, Innovation and Technology team to promote digital fluency among all members of the community, and to select and support appropriate digital tools for learning and resource management.
- Supervise and manage executive assistants to support the functions of the Library, Innovation and Technology Team.
- Serve on the K12 Innovation Team.
- In accordance with school policy, developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- Collaborating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
- Evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- Coordinate author visits, book launches, and other information and literacy events.
- Understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same

KNOWLEDGE, SKILLS & ABILITIES

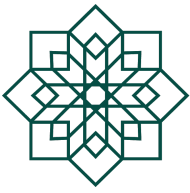
- Experienced with Follett Destiny or other library cataloging and curation platforms
- Experienced with Sora by OverDrive or other eBook and audiobook platforms
- Participation in current and relevant professional growth activities
- Be open-minded, eager and willing to collaborate in a team environment in order to plan and prepare for effective instruction
- Able to imagine, create, and operate an engaging school media center

QUALIFICATIONS:

The Librarian must be an enthusiastic educator who has the experience necessary to lead an innovative library program across multiple stakeholder groups within the ACS Abu Dhabi community.

The successful applicant should be able to show evidence of the following:

- Bachelor's degree in library sciences or other relevant accredited Bachelor's level degree
- Degree, certificate, or license in school librarianship.
- A minimum of five years full-time school-based experience with demonstrated experience in the areas relevant to this role, ideally in an international school



AMERICAN COMMUNITY SCHOOL

OF ABU DHABI *SINCE 1972*

PERSONAL AND PROFESSIONAL QUALITIES:

- Enthusiasm for working with students
- Openness and warmth in developing relationships with students, staff and parent community
- Strong organizational and management skills
- A commitment to model and encourage international mindedness and intercultural understanding.

ACS will be moving to our new campus on Saadiyat Island during the 2023/24 school year.

Potential positions for the spouse can be available.