

## Library Resource Assistant for Early Learning Center (ELC)

### POSITION SUMMARY

Division: Early Learning Center (ELC)

Category: Local Classroom Assistant

Reports to: ELC Principal

Start Date: as soon as possible

Contract Length: up to July 2023, full time

### CREATIVE COURAGEOUS COMPASSIONATE

**VISION:** We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

**MISSION:** AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

**INCLUSION STATEMENT:** AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

### KEY ATTRIBUTES

The Early Learning Center (ELC) seeks a Library Resource Assistant who will work collaboratively with the Library Staff and Early Learning Team to support the development and implementation of a library media program that promotes the philosophy, goals, objectives and teaching/learning strategies of the school.

- Patience and flexibility
- Strong organizational and communication skills
- Authentic and deep interest in promoting reading and books
- Sense of aesthetics and a strong attention to detail
- Collaborative and self-driven
- Willing to develop expertise necessary in a school setting

### ESSENTIAL QUALIFICATIONS & SKILLS

- Proficient in English
- A university degree and experience working in a library, school, or bookstore
- Experience with the information search process and a knowledge of the subscription databases; understanding of library classification and the basic rules of cataloging or a willingness to learn
- A background or experience working with young children in an international setting are an asset

### KEY RESPONSIBILITIES

- The ELC Library Assistant is expected to work with the ELC Team and AISB Library Team to attend to the following key responsibilities:
  - become familiar with our current collection and resources
  - maintain the ELC Library as an inclusive, diverse, and aesthetically pleasing environment that promotes learning and reading
  - curate the learning spaces that house the various collections and materials, and advocate that users respect the spaces, resources, and collection
  - process, organize and display the collection in the main piazza areas and all other satellite collections within the ELC (e.g. promote new and featured parts of the collection)
  - catalog materials as per the standards set by the library
  - maintain library systems such as: circulation management, billing for lost books, running inventories, preparing reports
  - assist with processing activities to maintain our collections, including; stamping; shelving; labeling; etc.
  - answer reference questions and assist community members with locating resources in the library and online
  - work collaboratively with the wider library team on the development of our collections
  - support the ordering of resources and the inventory of the collection
  - promote reading and book access to our early learners including facilitating read alouds and library access
  - support and participate in wider school functions and activities
  - participate in daily student supervision as assigned
  - provide supervision coverage as needed

