



Secondary Library Teaching Assistant

SECONDARY LIBRARIAN TEACHING ASSISTANT

At AISB, we are engaged in a fascinating conversation about how we prepare our students for what is a fast-changing world. We want to attract forward-thinking professionals to our faculty who have the human skills to really engage and inspire our students. We are interested as much in who you are - what motivates you, what life experiences you will bring with you, and what you think really matters in education. We are an educational community that wants to talk about ideas and work together to prioritize what we believe in. In this spirit, we seek professionals who actively collaborate with colleagues and who are willing to try fresh approaches to teaching and learning.

GUIDING PRINCIPLES *Creative | Courageous | Compassionate*

VISION: We aspire to be a creative, courageous and compassionate learning community dedicated to making 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.

As stated in our Mission Statement:

KEY ATTRIBUTES

The Secondary School seeks a Secondary Librarian Teaching Assistant who will work collaboratively with the Library Staff to develop and implement a plan for providing a library program that promotes the philosophy, goals, objectives and teaching/learning strategies of the school.

- Patience and a degree of 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.

KEY RESPONSIBILITIES

Our Secondary Library Assistant is expected to work with the Secondary Teacher - Librarian and AISB Library Team to attend to the following key responsibilities, among others;

- Works to maintain the Secondary Library as a productive, inclusive and welcoming space that promotes learning and reading, by providing active supervision and clear guidelines;
- Answers reference questions, and assists learners with research;
- Works collaboratively with the Librarians on the development of our collections;

- Catalogs materials as per the standards set by the library, using the most current Anglo-American Cataloging Rules, and MARC standards;§
- Works to maintain library systems such as; billing for lost books, running inventories, preparing reports and scheduling class visits;
- Assists with processing activities to maintain our collections, including; stamping; shelving; labeling; etc.
- Joins professional communities and takes advantage of professional development and training opportunities.
- Substitutes for Teacher-Librarians as needed.

QUALIFICATIONS/EXPERIENCE:

- University education
- Proficient in English
- Understanding of library classification, as well as basic rules of cataloging
- Confident in use of technology
- Experience with the information research process
- Prior experience working with Secondary-aged students
- Experience working in a library, school, or bookstore.
- Qualifications in the field of education are an asset

TERMS OF EMPLOYMENT & CONTRACT

Locally Hired type contract with determined duration up to June 30th 2024, and extension possibility.

Full time contract, 40 hours a week, may be unevenly distributed within the 5 days week, as needed in the Library.

Regular schedule 7:30 – 16:00 with 30 minute lunch.

Teaching assistant salary scale placement.

APPLICATION

All applicants should submit a letter of application related to this job description by June 5th, 2023 addressed to the future Secondary Principal, Ms. Melanie Kempe, a current résumé, three confidential referees on [our school online job application form](#). The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date.