

**The American International School of Bucharest, Romania  
Seeks a Library Resource Assistant for the Early Learning Center  
Commencing August 2020**



**EARLY LEARNING CENTER: LIBRARY RESOURCE 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 as 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 prioritise 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.

**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.

- Works collaboratively with the Librarians on the development of library-related decisions, procedures, and policies.
- Establishes and maintains a welcoming atmosphere in an aesthetically pleasing environment that is conducive to learning with students, teachers, and families.
- Assists community members with locating resources in the library and online.
- Catalogs materials as per the standards set by the library.
- Supports and participates in wider school functions and activities.
- Supports ordering resources.
- Processes, organizes and displays the collection in the main piazza areas and all other satellite collections within the ELC.

**KEY RESPONSIBILITIES**

It is expected that as an Early Learning Center Library Resource Assistant, I will demonstrate the following skills, knowledge and qualities:

- Circulation management, shelving materials, communicating with all community members, helping patrons to find materials and to use our cataloging systems.
- Willingness to become familiar with our current collection and media resources.
- Prepare and print notices, reports, and orders as needed.
- Curate the learning spaces that house the various collections and materials, and advocate that users respect the spaces, resources, and collection.
- Review professional journals.
- Display and promote new and featured parts of the collection.
- Inventory the collection on a rolling basis.
- Processing activities, including: stamping; mending; labelling; etc.
- Shelf to ensure an organized and accessible collection.

- Assist teachers with class instruction.
- Participates in daily student supervision as assigned.
- Assist the Technology Integrationist with the maintenance of resources needed for the Makerspace and the inventorying of tools, supplies, and materials
- Other duties as assigned by the Librarians or school administration.
- An unwavering commitment to the welfare of students and a willingness to work with all school constituents to best serve student and family needs.

## QUALIFICATIONS

It is expected that candidates for this position will be highly qualified educators. Characteristics of the ideal person for this position would include:

### **Education / Certification / Experience:**

- 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 cataloguing.
- Experience of class read-alouds and substitution situations.
- A background or experience working with young children in an international setting is preferred.

### **Personal Characteristics:**

- Effectively communicate with and relate to others
- Project a caring, welcoming, and helpful, can-do attitude
- Work collaboratively with the school community
- Excellent organizational skills
- Able to use initiative, judgment, and creativity in a variety of situations
- Highly organized with excellent oral and written English

## TERMS OF EMPLOYMENT & CONTRACT

The duty hours for this position are from 07:45-16:15.

The ELC Librarian Assistant reports to the Early Learning Principal.

This position will be for one year on a determined basis.