



SIAS INTERNATIONAL SCHOOL

CARING
懂得关爱

PRINCIPLED
坚持原则

RISK-TAKERS
勇于尝试

BALANCED
全面发展

Phone (0371) 88908999 | 19137129398 Web: www.siasinternationalschool.com
Intersection of Chaoyang Road and 4th Longteng St., Zhengdong New District, Henan Province, China 450000

Librarian

Job Description

Department: Instruction

Term of Employment: 2 Years

Band: Teacher

Reporting Accountability: Deputy Head of School

Position Overview

The K–12 Librarian manages and develops the school library program to support reading, teaching, learning, and research across the PYP, MYP, and DP.

The Librarian oversees the daily operation of the libraries, including print and digital collections, educational platforms, purchasing, budgets, and inventory. The role also involves teaching library lessons, supporting classroom instruction, promoting literacy, and working closely with teachers and school leadership to meet the needs of the Sias IS community.

Major Duties and Responsibilities

1. Library Management and Operations

- Oversee daily library operations, including circulation, cataloging, shelving, resource organization, and maintenance of library spaces.
- Manage the library management system, ensuring accurate catalog records, student and staff accounts, and circulation data.
- Maintain detailed records of library and classroom collections, conduct annual inventories, and manage lost, damaged, and overdue materials.
- Coordinate and supervise library support staff, including assigning responsibilities, providing training, and ensuring consistent procedures.
- Maintain welcoming, organized, and accessible library environments that support reading, learning, and independent study.

2. Collection Development, Purchasing, and Budget Management

- Select, evaluate, and purchase print and digital resources that support the curriculum, student interests, reading levels, and the diverse school community.
- Ensure that resources and services comply with copyright requirements, licensing agreements, data privacy requirements, and school policies.
- Manage book orders and resource procurement, including vendor communication, quotations, purchase requests, invoices, and delivery tracking.
- Work closely with the Finance Department and Deputy Head of School to manage library budgets, purchasing procedures, payments, and subscription renewals.
- Maintain accurate and detailed records of purchases, expenditures, subscriptions, licenses, and library assets.



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- Seek recommendations from students and staff, monitor collection usage, and work closely with vendors to source high-quality, current, and popular titles that reflect student interests and emerging trends in children's and young adult literature.

3. Digital Resources and Platform Management

- Administer the schools library management system, online databases, digital subscriptions, and educational resource platforms.
- Manage student and staff accounts, access permissions, enrollment updates, and basic troubleshooting in coordination with IT.
- Coordinate with vendors regarding subscriptions, licensing, renewals, invoices, technical support, and platform updates.
- Maintain accurate subscription records, including costs, renewal dates, contracts, enrollment figures, and usage information.
- Ensure teachers and students are informed about available digital resources, how to access them, and their potential classroom applications; provide ongoing support and coordinate vendor-led training when needed.
- Evaluate platform usage and effectiveness to guide renewal and purchasing decisions.

4. Teaching, Learning, and Curriculum Support

- Plan and teach regular library lessons that develop reading habits, information literacy, research skills, and responsible use of information.
- Guide students in selecting appropriate and engaging reading materials based on their interests, abilities, and language needs.
- Collaborate with teachers and IB coordinators to support PYP Units of Inquiry, MYP learning, and DP research.
- Support students in finding and evaluating reliable sources, note-taking, referencing, citation, academic integrity, and responsible AI use.
- Assist MYP and DP students with research projects, including the Extended Essay and Theory of Knowledge, in collaboration with subject teachers.
- Help teachers identify and use relevant print and digital resources to support classroom instruction.

5. Literacy Promotion and School Engagement

- Promote a positive reading culture through book displays, reading initiatives, literary activities, and school-wide events, including coordinating the annual Literacy Week.
- Plan and coordinate at least two author visits annually, including one international and one local author.
- Manage author visit arrangements, including communication, scheduling, budgeting, logistics, and student preparation.
- Collaborate with teachers and school leadership to connect literacy events and library activities with curriculum goals and student interests.
- Coordinate and support the Student Author Group, encouraging student leadership and involvement in author visits, literary activities, and reading initiatives.

6. Professional Responsibilities



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- Prepare library reports, budget proposals, collection updates, and other documentation as required.
- Work collaboratively with teachers, school leadership, administrative staff, and external resource providers.
- Keep current with developments in school librarianship, children's and young adult literature, educational technology, and IB teaching and learning.
- Participate in professional development and contribute to school-wide initiatives.
- Follow school policies, including safeguarding, child protection, copyright, data privacy, and academic integrity, as well as the school's Code of Conduct.
- Undertake other reasonable duties assigned by school leadership.

Qualifications and Requirements

- Bachelor's degree in Library and Information Science, Education, or a related field; a relevant postgraduate qualification and professional librarian certification is preferred.
- Experience working in a school library, preferably within an international or IB school.
- Knowledge of children's and young adult literature, collection development, and reading promotion.
- Experience managing library systems, digital learning platforms, online databases, and subscriptions.
- Strong organizational skills, attention to detail, and experience with budgets, procurement, inventory, and recordkeeping.
- Ability to plan and deliver library lessons and support research and information literacy across K–12.
- Familiarity with PYP, MYP, and DP curricula; experience supporting DP research is an advantage.
- Ability to coordinate and supervise support staff and work collaboratively with teachers and administrators.
- Strong English communication, interpersonal, and classroom management skills.
- Commitment to safeguarding, inclusion, international-mindedness, and professional growth.

Sias IS is committed to protecting all children and young people from harm. Upholding and aligning with Sias IS's core values and mission statement are non-negotiable.