

Job Description

Job title/Position: Primary School Library Co-Teacher

School: Primary School

Direct Supervisor: Primary School Principal

Position Overview

The primary role of the Library Co-Teacher is to support the day-to-day running of the Primary School library, to provide technical and reference services for the library and to support the information needs of staff, students and parents. In this the Library Co-Teacher will encourage and support the implementation of the IB curriculum in line with mission, vision and values of the school. The Library Co-Teacher will provide support for the Teacher Librarians with procedural matters, meetings, and general library duties. The Library Co-Teacher will work under the guidance of the Teacher Librarians and the Primary School Principals, and will perform duties across the school campus as/when required. The Library Co-Teacher will also, wherever possible, check to ensure that activities and interactions meet the needs of all students in line with the mission, vision and values of the school.

Qualifications and Experience

The Primary School Library Co-Teacher should:

- Library experience
- Proficient ICT skills
- Strong organisational and communication skills and ability to prioritise and work calmly and professionally during busy times
- Deep understanding of students at the various levels of development in Early Childhood and Primary School respectively
- Enthusiastic about the value of books and information

Preferred Skills and Experience

- Library certification
- Enjoy working with children, have a cheerful disposition and show compassion
- Understanding of Destiny Circulation System
- Proven ability to work in a multi-cultural environment with multiple grade levels
- Recent and relevant professional development in Library Science, educational trends, and methodologies
- Proven ability to manage Library programs

General Responsibilities

The Primary School Library Co-Teacher will be responsible:

- Maintain effective library management
- Maintain positive communication with the school community
- Assist in preparing, developing and submitting yearly Library Purchase Order requests
- Support in organizing literacy/library events during the year
- Support collection development
- Assist with supervision of students during lunch and recess or when requested

- Assist with Cataloguing
 - Catalogue books via SCIS Online and Destiny
 - Requisitions
 - Maintain and order stationery
 - Assist with maintenance of library budget
 - Maintain subscriptions
 - Maintain periodical and online subscription renewals
 - Circulation
 - Process loans and returns. Manage Patrons in Destiny.
 - Produce overdue notices and email out overdue letters to parents
 - Shelve resources, select and change-out front facing book displays
 - Assist with library displays and promotions
 - Handle enquiries
 - Receive and support with initial information requests
 - Stocktake. Assist with annual inventories
 - Provide clerical support to Teacher Librarian
 - Resourcing Units/Topics
 - Assist with locating resources for staff and creating resource lists in the catalogue
 - Coordinate parent volunteer schedules and associated training
 - Participate on school committees, such as WASC accreditation and Technology committees
 - Other duties as assigned by Supervisor

School Hours

For Primary Library

7:35-8:35am to 3:45 pm Monday, Tuesday, Thursday, Friday (flexi hours to be discussed)

7:45am to 1:00pm Wednesday

Contact: recruitment@hkacademy.edu.hk

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