

## Job Description

Job title/Position: Library Assistant

School: Primary School and Secondary School

Direct Supervisor: Primary School Principal and Secondary School Principal

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### Position Overview

The primary role of the Library Assistant is to support the day-to-day running of the 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 Assistant will encourage and support the implementation of the IB curriculum in line with mission, vision and values of the school. The Library Assistant will provide support for the Teacher Librarians with procedural matters, meetings, and general library duties. The Library Assistant will work under the guidance of the Teacher Librarians and the Primary and Secondary School Principals, and will perform duties across the school campus as/when required. The Library Assistant 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 Library Assistant should:

- Have previous library experience
- Be literate in English and simplified Chinese characters
- Proficient ICT skills
- Have a strong understanding of cataloguing and maintaining MARC records
- 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/Primary School and Secondary School respectively
- Enthusiastic about the value of books and information

### Preferred Skills and Experience

- Library certification
- Enjoys working with children, have a cheerful disposition and show compassion
- Understanding of Destiny Circulation System
- Knows how to catalogue works in English and simplified Chinese
- Proven ability to work in a multicultural 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 Library Assistant will be responsible:

- Support effective library management
- Maintain positive communication with the school community
- Collaborate with the Learner Support Teacher/Coordinator to develop school-wide programs that encourages reading
- Assist to prepare, develop and submit yearly Library Purchase Order requests

- Support in organising literacy/library events during the year
- Support collection development
- Assist with supervision of students during lunch and recess or when requested
- Cataloguing
  - Catalogue books via Z files on Destiny
  - Knows how to do original cataloguing for donations and non-English materials
  - Assist with annual inventory and collection audits
- 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
- 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

7:30 a.m. to 3:30 p.m. Monday to Friday. Classes meet 7:50 a.m. to 3:10 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. to 4:45 p.m. Community library hours (occasional cover for TL) on Tuesdays and Thursdays until 4:30 pm.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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