



## **Job Description**

**Job Title:** PreK-Grade 5 (Primary) Librarian / Media Specialist  
**School :** Hong Kong Academy  
**Supervisor:** Head of School

### **Qualifications**

The Pre K-5 Librarian / Media Specialist should have:

- Current teacher librarian Certification/Qualifications
- Ability to communicate well with others
- Positive attitude
- Ability to multi-task
- Ability to participate in and establish collaborative structures
- Classroom teaching experience
- Deep understanding of students at the various levels of development (Early Childhood and Primary School) and their associated needs
- Strong understanding of Balanced Literacy
- Understanding of the IBPYP program and their requirements

### Preferred Skills

- Library experience in an Primary School
- Proven ability to work in a multi-cultural environment and multiple levels
- Recent and relevant professional development in Library Science, educational trends, and methodologies
- Proven ability to Library programs
- Experience in curriculum development
- Experience in IBPYP

### **Library / Media Specialist Responsibilities**

The PreK-5 Librarian / Media Specialist is responsible for overseeing the Primary School Library in coordination with the Middle and High School Librarian. These libraries are developing and currently house 15,000 volumes - utilizing an automated Follett's Destiny Circulation System, with CD ROM, E-mail and Internet capabilities. A key role for the incoming Librarian would be to review existing procedures and continue in the development and refinement of library protocols while maintaining the strong and committed parent involvement in this program. The development of library, literacy development, and research skills across the age groups from an inquiry-based teaching perspective would also be a priority. The Primary Librarian is supported by the



experienced and current PreK- 12 Librarian Librarian co-teacher and a strong parent volunteer cohort.

### **General Librarian Responsibilities**

The PreK-5 Librarian / Media Specialist will:

- Teach collaborative lessons with the classroom teachers for PreK–5 and support the lending and Library skills program PreK -5
- Plan and organize learning experiences through developed daily and weekly lesson plans
- Model and support primary school grade level balanced literacy plans
- Meet with Grade Level Teams for planning units and resource needs
- Participate in curriculum development and accreditation studies, as appropriate
- Prepare assignments, experiments, demonstrations, and teaching aids
- Implement teaching strategies that integrate the curriculum as well as address the needs of the students
- Maintain effective classroom management practices
- Assist with planning and teach components of library and research skills in the middle/high school
- Maintain positive communication with parents and the community
- Participate as an active member of the Specialists Team
- Collaborate with the Learner Support teacher/Coordinator to develop school-wide programs that encourages reading
- Prepare, develop and submit yearly Library Purchase Order requests
- Organize Book Fairs during the year
- Coordinate flexible scheduling and planning with the classroom teacher
- Coordinate teacher resource collection to include professional journals
- Oversea the responsibilities and schedule of the co-teacher librarian
- Coordinate library parent volunteers

### **General Teaching Responsibilities**

In addition to the specialist level expectations, teachers at HKA are welcomed into a collegial and collaborative working environment. In support of this, teachers are expected to:

- Communicate and liaise on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, subject organization and classroom issues such including discipline, expectations and routines
- Communicate and liaise with other school colleagues in an effort to promote and establish integrative links and/or awareness
- Take an active role in behavioral management and pastoral care of class groups
- Attend and constructively contribute in staff meetings



- Assist in supervision in the library of student breaks, and recess
- Coordinate class activities as deemed necessary
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Establish links with your parent community to ensure that parents are kept well informed about student progress e.g. monthly newsletters
- Assist, as required, in the development of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures)
- Participate in at least two co-curricular activity per year
- Participate in and assist with school events as required e. g. literary week, room to read
- Collaborate and organize with other specialist teachers week long “Artist in Residence”

**School Hours:** 8:00 a.m. to 4:00 p.m. Monday to Friday. Classes meet 8:30 a.m. to 3:30 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development until 5:00 p.m.

**Contact:** For more information contact Mr. Stephen Dare, Head of School at [stephen.dare@hkacademy.edu.hk](mailto:stephen.dare@hkacademy.edu.hk)