

Secondary Librarian

Division: Secondary School (MS/HS)

Position: Secondary Librarian

Reports to: Secondary Principal

Duties and Responsibilities

The Secondary Librarian provides educational leadership within the field of library services that facilitates the overall development, articulation, implementation and vision of teaching and learning that is shared and supported by colleagues, students, and parents.

The Secondary Librarian works collaboratively with Curriculum Leaders and teaching staff to support and enhance the D-12 curriculum of UNIS, Hanoi.

Core Accountabilities

- Possess demonstrated highly developed communication, organisational and interpersonal skills
- Manage and develop library resources including identification and acquisition of resources to support the curriculum
- Promote the integration of information literacy in planning for instruction
- Attend and contribute to curriculum and/or grade level planning meetings
- Contribute to the budgeting process in partnership with the Secondary School Deputy Principal for Teaching and Learning
- Integrate library research skills which support the IB curriculum - MYP and DP programmes
- Promote a friendly and dynamic learning environment for both students and staff
- Foster an environment where knowledge and information are valued and shared

Management and Administration

- Establish and maintain an inviting library environment that encourages 21st century ways of working and learning
- Work collaboratively with the Information Services Department to Integrate technology into library programs/processes
- Develop standardised procedures in relation to ongoing library systems and maintenance
- Manage staff and their duties including organisation of regular professional development programs
- Manage digital resources adhering to copyright legislation
- Strengthen community partnerships and connections



- Manage physical and virtual learning spaces that integrate traditional library material with progressive e-learning and information services, creating exciting learning environments
- Work collaboratively with the ES librarian to ensure vibrant engaging programs are offered across the school
- Demonstrate knowledge of Library Management Systems including LibGuides content management system

Teaching and Learning

- Initiate, develop and coordinate the implementation of projects, programs, and events aimed at promoting reading for students in grades 6 - 12.
- Curate and promote resources to support curriculum, research needs, in consultation with teachers
- Liaise with specialist teachers and Student Success Team to provide the best support for individual students
- Work collaboratively with teachers throughout the school to ensure vibrant, engaging programs are offered in all classes
- Promote digital literacy with the entire school community
- Set and maintain clear expectations for students in the use of the library as a classroom and teaching area
- Highly developed communication, organisation and interpersonal skills with demonstrated ability to work collaboratively with teachers across all subject areas to improve student learning outcomes
- Initiate and manage programs to promote student engagement with school library services that inspires and supports student learning

Position Requirements:

- Bachelor's Degree in Library Sciences. Master's preferred
- 5 years experience