



Bromsgrove International School

Job Description – Library Manager (or Head of Library)/Resources Manager

Key function is the management, development, promotion and administration of library policy and programme for 2 campuses

Reports To:

Director of Studies

Responsible For:

Library Assistant/s or Paraprofessionals

Contact With:

Head of Early Years, Head of Departments, students and staff

Minimum Qualifications:

- Professional qualification in librarianship, information management or library science(with license)
- At least 5 years work experience as librarian with 3 years supervisory-related experience. Experience in an international school is advantage
- Comprehensive knowledge of school library principles, practice, functions, facilities, operations and software/programs
- Strong service orientation.
- Excellent command of English
- Strong interpersonal skills
- Resourceful and initiative

Major Responsibilities:

1. Administration

- Design, implement and evaluate school library policy and programme with the cooperation of the Head of Departments according to the school aim and mission
- Plan, manage and oversee yearly library budget and expenditures
- Liaise with staff to contribute to curriculum development and provision
- Appoint, manage and train paraprofessional, library assistants and volunteers

2. Technical Service

- Liaise with Heads to select and evaluate materials according to library standards and school's curriculum for wide range balance collection for all school members

- Outsource credible library suppliers
- Acquire, organise, catalogue, encode and process mechanically resources of different formats using DDC and AACR2.
- Arrangement, promotion and maintenance of resources for effective use and retrieval
- Create strategic way in assessing and evaluating collection

3. *Reader's Service*

- Train student and teachers to use information resources in order to promote learning, reading habits and teaching patterns
- Plan and develop literacy programme and activities to promote reading development for the students
- Conducts orientation to all members

4. *Auxiliary Service*

- Maintenance and security of facilities, systems and grounds
- Perform other duties as necessary

Required Competencies:

- Management skills
- A knowledge of the current education framework
- Communication skill
- Strategic planning skill
- Organization skills
- Budget management skills
- Behaviour management skills
- Learning support skills
- Critical and Analytical thinking skills

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