

AISV JOB OPPORTUNITY

LIBRARIAN | MEDIA COORDINATOR

UPPER SCHOOL (GRADES 6 - 12)

Upper School Campus, Subačiaus g. 41, Vilnius

OVERVIEW - PRIMARY PURPOSE OF THE POSITION

We are seeking an enthusiastic and organized Upper School Librarian to inspire a love of reading, promote intellectual growth, and enhance research and information literacy skills among students and faculty. This full-time role includes managing library operations, curating resources, coordinating the IB Extended Essay for grades 11–12, and fostering a collaborative learning environment that supports academic success.

DUTIES AND RESPONSIBILITIES

- **Library Operations:** Supervise daily library functions, maintain an organized cataloging system, manage the library database, and oversee the annual inventory of materials.
- **Resource Management:** Curate, evaluate, and requisition new library materials, ensuring alignment with curriculum needs; assist teachers in selecting instructional resources and reserve materials for academic units.
- **Instructional Support:** Collaborate with teachers to integrate library services into the curriculum; guide students in developing independent research skills and utilizing reference materials effectively.
- **Engagement and Events:** Organize programs like Book Month, display resources creatively to promote library use, and offer at least one weekly after-school activity.
- **Extended Essay Coordination:** Provide instructional and resource support for 11th and 12th-grade IB students working on their Extended Essays.
- **Faculty Support:** Develop and maintain a professional resource library for staff; actively participate in curriculum and staff meetings.
- **Budget and Planning:** Advise on the library budget, recommending purchases for materials, software, furniture, and supplies.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Library Science, Education, or a related field (Master's preferred).
- Experience in library management and promoting literacy in educational settings.
- Strong organizational, collaboration, and instructional skills.
- Familiarity with cataloging systems, library databases, and research methodologies.

PREFERRED QUALIFICATIONS AND/OR WORK EXPERIENCE REQUIREMENTS

- Experience with IB Extended Essay coordination or similar academic programs.
- A passion for literature, digital resources, and innovative teaching methods.
- Commitment to fostering intellectual growth and a love for reading among diverse learners.