



**Position: K-12 Head Librarian (August 2015 Starting Date)**

*Description:* The successful candidate will be a visionary for a 21st century library. We are changing the design and purpose of the library and are looking for a candidate that will help us achieve our goal. We believe the library can be a flexible center of learning in the school which engages students to become discerning readers and critical information users; a place where students, teachers, librarians, parents, and resources come together to create meaningful learning experiences.

*Requirements:*

- *A degree in library science and experience leading a K-12 library*
- *Experience with supporting classroom teaching in the IB curriculum. This includes DP Extended Essay, MYP Personal Project, PYP Exhibition and regular classroom activities like ATLS, research skills, etc.*
- *Strong communication and listening skills, and the ability to work collaboratively with the whole school community*
- *Willingness to collaborate and share ideas with a Japanese library staff.*
- *A broad understanding of, and commitment to, the role of technology in supporting contemporary education*

*Supervisor:* The librarian reports to the head of school. He or she oversees the day-to-day operations of the library delegating responsibilities accordingly.

*Specific Responsibilities:*

- Organization clarity – develop a vision, priorities and programs through a strategic planning process for a 21st Century Library
- Human Resources – support the training of newly recruited staff and volunteers and cooperate with the library staff of the Senri International School.
- Facilities – develop the learning spaces within the library to meet changing needs and priorities
- Collections – collaborate with teachers, administrators, students and parents in developing productive partnerships
- Management Systems – build capacity through effective use of the resource management system, staff, budgets and administrative systems
- Communication – Promotion of a marketing strategy to ensure goals of the library are clear to all users.
- Service Delivery – Respond to IB curriculum and technologies developments and modifications.

*General Characteristics*

- To understand and express in action the unique nature of the school and the relationship with our sister school, Senri International School (SIS) and our owner, Kwansai Gakuin University
- To ensure compliance with requirements of those agencies that authorize and accredit the school
- To assist in maintaining a comprehensive calendar of school events and to keep the entire school community informed of various school programs and activities

- To keep the head of school informed of the general programmes, activities, and concerns of the library
- To perform other duties as assigned by the head of school
- To have a sense of humor, a positive outlook on life, and to put in a full effort with the best interests of the students as a goal.

*Application Procedure:* Interested candidates are asked to complete the online application form ([link here](#)). You can upload your resume to the application and share links to your website, blog, or portfolio.

*Timeline:* We are accepting applications immediately and will be reviewing candidates as they apply. We hope to get the position filled as soon as the vacancy is confirmed.