

Job Description – Library Teacher

Department:	Middle/High School
Immediate Supervisor:	As per the designated organizational chart
Hayah Mission:	Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities.

MAIN DUTIES AND RESPONSIBILITIES

Goal

- To foster and enrich the personal and academic growth of each student.
- To teach and inspire students to make a positive difference in the world.

Curriculum and Instruction:

- Compile and update a list of Hayah library standards and benchmarks.
- Enter middle and high school lesson plans and related material on the curriculum mapping program.

- Deliver library lessons:

o Prepare lesson plans for middle and high school library classes that aim to teach students library and research skills; this includes researching curricula on the internet and adapting lesson plans from previous years.

o Relate lesson plans to students’ ATL skills

o Middle and high school students are taught:

- Appropriate library conduct, respect for others and for school property.
- How to use the library’s reference section.
- How to access information online.
- How to evaluate information for currency, reliability, objectivity, etc.
- How to do bibliographic citations, using appropriate citation styles.
- What is plagiarism and how to avoid it.
- How to use the available online database (Ebscohost).
- How to use the library’s online catalog (Eclipse).

Library Services:

- Assist students with information search and providing reference and bibliographic assistance.
- Support teachers’ instruction with library and other research material.
- Train students and staff on how to use the library’s online catalog and the online database (Ebscohost).
- Coordinate with departments to support curricula and prepare lecture events.

Activities:

- Organize library break activities, book hunts, challenges, ~~book club~~ etc.
- Organize a book club with students during breaks or as an after-school activity.
- Organize an after-school book club for staff recommending various genres of interest and leading discussions.
- Accompany high school students to the library at the American University in Cairo.

Acquisition:

- Suggest books for the library to acquire.
- Screen library material for acquisition or for classification (grade-level appropriate, etc.)

Other Tasks:

- Attend meetings on curriculum planning, grade level meetings, data analysis committees, etc.
- Assist with ushering and other organization duties for the MRC lecture series, and other library-related events.
- Prepare displays for bulletin boards, book displays, and announcements in the library.
- Update the middle and high school library page on eclipse and send the update for plus portal and Hayah website.
- Write newsletter articles on library and MRC activities.
- Include updates, events, etc in the middle and high school newsletters through the respective offices

KNOWLEDGE, ABILITIES & SKILLS

- Good oral and written skills.
- Excellent interpersonal skills.
- Ability to work in groups; communicates effectively with parents, students, and other staff.
- Mastery of assigned subject.
- Knowledge of best teaching practices and teaching methodology.
- Knowledge of applicable regulations, laws, and school policy; technology skills including research, word processing, databases, spreadsheets, electronic presentations, and integrated technology in the classroom.
- Experience/ knowledge of modern research methods
- Experience/Knowledge of working with AI in education and research

QUALIFICATIONS AND EXPERIENCE

- Preferably 3 years in international school libraries.
- Experience with online databases and library software.
- 2-year experience with middle and high students.
- Preferable background or training in the IB Middle Years Program
- A book enthusiast, who keeps up with new publications and local cultural events.
- Fluent in English

* This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____