



## ICT Coordinator/Teacher Librarian Job Description

### **CTIS Mission Statement**

At CTIS we want our students to be safe, happy and always doing their best. We therefore encourage our students to take responsibility for their actions, especially their learning and relationships with others and the environment. We do this by linking learning to relevant and meaningful real life situations, and encourage our students to think critically, but also respect and work with different ideas from people who come from various cultural backgrounds. This enables our students to take risks in their learning, and through inquiry, collaboration and reflection they develop the necessary knowledge, understanding and skills to explore their interests and achieve personal goals.

### **Vision for Teaching and Learning at CTIS**

CTIS educators know and understand the needs, interests and talents of every learner we teach, and this informs everything we do from the design of our curriculum to the organization of events and excursions. Our school is a positive, supportive and productive place to learn where all participants develop key 21st century skills. Students use their skills, language and cultural understanding to examine and address real world issues through inquiry, collaboration and problem solving.

**Purpose of the Role:** The Teacher Librarian and ICT Coordinator runs the Resource Center and works on resource acquisition for the Whole School. This staff member works on Academic Integrity, research methodologies, reading lexiles for the ILP for all students at CTIS, to support teaching and learning. The teacher librarian supports Mother Tongue development by designing strategies for students. The ICT Coordinator support all technology needs and technology integration strategies at CTIS. The Teacher Librarian/ICT Coordinator reports to the Head of School.

### Qualifications and experience:

- Certification as a Teacher Librarian
- Teaching qualifications and Bachelor's degree and/or post-graduate degrees.
- Five years IB teaching experience in a minimum of two programs.
- Experience of teaching students with English as an Additional Language.
- Ability to teach PYP and/or MYP subjects.
- Masters degree in education or a related field, preferred.
- Experience of using Toddle, ManageBac, Google Classroom, Follett Destiny, etc



## Salary and benefits:

- ¥ 4,500,000.
- Health insurance.
- Pension.
- Professional development opportunities.

## **Responsibilities of the Role:**

- Running the Resource Center daily operation.
- Processing book circulation.
- Keeping accurate records of the school resources.
- Sending overdue notices to students, parents, and staff.
- Creating orders for databases, online resources, books, DVD's, periodicals, and other media that might be necessary.
- Suggesting resources to the teaching staff.
- Preparing orders for replacement of lost, stolen, or damaged resources twice a year.
- Preparing orders for new resources
- Maintaining the Resource Center budget.
- Overseeing the process of expanding facilities, furniture, and storage, when needed.
- Barcoding new resources.
- Creating an accurate inventory of all CTIS resources.
- Registering new Resource Center users.
- Providing maintenance and guidance for Library and resources platforms.
- Supporting staff on research strategies to support Mother Tongue and English language development.
- In collaboration with the teaching staff, supporting classes' reading time.
- Promoting and supporting reading programs in the school's medium of instruction, as well as in mother tongue.
- Mentoring and coaching students on Resource Center systems usage.
- Mentoring students on research strategies, academic integrity, and the Learner Profile as a pivotal approach in education.
- Working with student volunteers on links to the Action, and Service, in the IB programmes.
- Analyzing curriculum and vertical and horizontal alignment, in order to support teachers' and students' needs properly.
- Supporting ATL development of the IB programmes offered at CTIS.



- Supporting the coordinators and heads of section on academic honesty matters as per our policies.
- Mentoring and coaching students on notation, citation, etc, as well as the Academic Integrity policy.
- Developing a love for reading among the student population.
- Sets and strives to achieve annual technology and learning goals in line with the whole school curriculum.
- Develops and implements technology and learning policies and procedures, and advocates for programs and funding, to support the implementation of the technology and learning plan.
- Engages in continuous learning to enhance personal digital skills, content and pedagogical knowledge in current and emerging technologies and integration practices in order to provide optimized integration of digital technologies in the classroom.
- Develops, implements and reviews ICT scope and sequence documentation that reflects IB framework.
- Maintains and manages a variety of digital tools and resources for use in technology-rich learning environments.
- Leads the development and implementation of digital portfolios that support teaching, learning, assessment and communication of the curriculum to parents.
- Supports the development and implementation of Child Protection Policy (with associated procedures and programmes) with specific reference to digital safety and digital citizenship.
- Develops, shares and implements Acceptable Use Policy for primary school students.
- Maintains an accurate record of student technology incidents and monitors all open issues to ensure expectations are met, in collaboration with leadership.
- Monitors, guides and sets guidelines for use of digital portfolios, in collaboration with leadership.
- Works with teachers to ensure the Approaches to Learning and becoming responsible digital citizens are integrated into classroom practice through the use of the CTIS ICT Scope and Sequence.
- Team teach and act as a coach for teachers using digital technologies in the classroom.
- Other responsibilities as assigned by the Head of School.