



# GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

## JOB DESCRIPTION

Job Title: Head Librarian

Category: Full-Time/ Non-Thai

Division: Finance

Reports To: CFO

Supervises: Librarians, library staff, and library volunteers

## PURPOSE OF POSITION

As a Christian school, Grace International School holds that all of the Biblical principles on fulfilling an assignment, responding positively in interpersonal relationships and developing a personal relationship with God are integral parts of a person's ministry at this school.

## GENERAL QUALIFICATIONS

- Is a mature Christian
- Master's degree in library science or equivalent advanced degree in library information technology (there are many types of advanced degrees and the names vary from country to country)
- Management experience helpful
- Teaching experience helpful
- Models the GIS Core Values of being Christ-centered, caring for students, and having a commitment to excellence

## CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive and can adapt cross-culturally
- Models integrity and honesty
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions
- Submits respectfully and demonstrates loyalty to authority
- Represents the school in a favorable and professional manner
- Goes directly to the person/s concerned when questions and problems arise

## GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (1 Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image. (Gen. 5:2, Mt. 19:1-12) When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors, and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

## PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect, and Harassment Prevention policy, and all other written policies and regulations
- Abide by the decisions of the Board of Trustees and the administration
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all areas
- Keep all matters regarding a colleague or student confidential

- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization (PSMO) Handbook
- Respect the local traditions and customs of Thailand

GIS reserves the right to discipline a staff member for behavior at any time that would bring reproach upon the school.

## **MAIN TASKS AND RESPONSIBILITIES**

### Supervisory

- Library Staff - Elementary Librarian and Cataloger
- Volunteers and student aides
- Students during class times, study halls, before and after school

### Teaching

- Prepare lesson plans and teach library research skills as requested (MS/ HS)
- Conduct regular training and update sessions for library staff and volunteers
- Coordinate in-service training, student/faculty assistance, and faculty/parent orientation

### Administrative

- Establish mission, goals, and objectives for the year
- Read professional journals and attend conferences for continued professional development
- Participate in school and community events to ensure understanding of information needs of its users
- Attend meetings and participate in committees which would further the library's objectives
- Plan for the present/future by conducting surveys, writing reports, and making suggestions to supervisor
- Oversee the physical maintenance of the library and development of all library policies and curriculum
- Supervise and assign duties to library staff and volunteers
- Edit policies and procedures for circulation, cataloging, and collection development and reference services
- Prepare an annual report and other reports
- Supervise cataloging and classification of all material
- Perform clerical duties such as writing correspondence and placing orders
- Prepare work orders for library equipment and physical maintenance issues
- Oversee preparation of displays, bookmarks, and other public relations materials

### Acquisition

- Prepare orders for the purchase of print, audio, periodicals, databases and other digital library materials
- Manage donations and discarded materials
- Maintain financial records- orders, claims
- Prepare, file and keep account of orders for needed materials, supplies and services for the library
- Be responsible for informed decisions of educational resources and literature

### Circulation

- Provide circulation services to students, parents, and members of GIS community
- Manage profiles and policies for different patron and circulation types
- Select, weed, and maintain all print and digital materials in the library collection
- Oversee the maintenance of the library circulation software.
- Manage loan periods, fines, and fees for all users
- Plan and manage an annual Inventory

### Accounting

- Prepare and manage the library budget in consultation with the CFO
- Maintain all orders and receipts for purchases and deposit receipts with Finance office
- Communicate with the Finance office staff member in charge of invoices

### Miscellaneous

- Other tasks agreed upon by employee and supervisor