

**Human Resources Department
Job Vacancy Announcement**

Job Title: Librarian (Library Assistant)
Reports to: Learning Resources Center (Library) Coordinator (LRC)
Job Status: Paid Internship

Job Purpose

The Library Assistant should foster the love for reading and knowledge in young learners. They should possess strong organizational and archiving skills and a deep understanding of library procedures. They should contribute to our vibrant LRC, support our students in their literary and research endeavors, and lead Learning Resources Technique classes for different age groups. They should be able to work within the framework of the school's mission, vision, core values and culture.

Responsibilities:

- Collaborate with classroom teachers and the coordinators to plan and deliver engaging library sessions aligned with the IB curriculum framework
- Facilitate reading and research activities, promoting critical thinking and inquiry-based learning among students
- Guide students in selecting age-appropriate reading materials that reflect their interests and support their academic growth
- Guide teachers in selecting age-appropriate and unit-relevant materials and resources
- Assist students in utilizing library resources, including digital databases, reference materials, and technology tools, to enhance their learning experiences.
- Maintain the library collection, ensuring books are properly cataloged, organized, and accessible to students
- Promote a positive and inclusive library environment that fosters a love for reading and supports students' social and emotional development
- Collaborate with the school community, including parents, teachers, and administrators, to organize literacy-related events and activities
- Stay up-to-date with educational trends and best practices in library science and education to enhance the quality of library services

Qualifications

- **Degree:** A bachelor's degree in Library Sciences, Education, or a related field.
- **Years of experience:** From 2 to 4
- **Languages:** English- Arabic

Preferred Qualification

- Previous experience working in a library or educational setting



- Strong understanding of the IB Programme and its core principles
- Familiarity with library management systems and digital resources
- Excellent communication and interpersonal skills to engage with students, teachers, and parents effectively
- Demonstrated ability to develop and implement age-appropriate library programs
- Proficiency in English and Arabic (spoken and written); additional language skills are a plus
- High level of organization, attention to detail, and ability to manage multiple tasks
- Passion for reading, learning, and fostering a love of literature in young learners
- Possesses research skills in line with academic requirements

Requirements

- CV
- Copy of the earned Degrees
- Three reference letters

Job Info

- **Working place:** Al-Hayat International School (HIS)-Aramoun - Lebanon
- **Working days:** Weekdays (from Monday to Friday)
- **Other benefits:** Transportation Allowance and Social Security