



## Human Resources Department Job Vacancy Announcement

**Job Title:** Learning Resources Center and Research Coordinator

**Reports to:** Curriculum Director

**Job Status:** Full Time Job

### Job Purpose

The Learning Resources Center and Research Coordinator (LRCC) is responsible for organizing, managing, and developing educational resources and information retrieval systems that support the school curriculum. The LRCC maintains and continuously updates materials to meet the evolving needs of students and staff. A core component of this role is building and sustaining a strong research culture across the school; designing and delivering research skills and information literacy programs, guiding students through evidence-based inquiry processes, and collaborating with teachers to integrate research into curriculum planning. The LRCC also promotes literacy development in structured and non-structured contexts, fosters a love of reading and writing in all their forms, and ensures the consistent implementation of the school's academic integrity policy.

### Key Responsibilities:

#### Library & Resource Management

- Organize, catalog, and manage the school's physical and digital resources collections in alignment with curriculum goals.
- Maintain an up-to-date, accessible inventory of print and electronic learning resources.
- Oversee subscriptions to online databases, academic journals, and digital learning platforms.
- Ensure the library environment is welcoming, well-organized, and conducive to independent and collaborative learning.

#### Research Support & Instruction

- Design LRT curriculum for all grade levels.
- Design and deliver research skills workshops and information literacy programs for students across all grade levels.
- Guide students through research processes: topic development, research question drafting, source evaluation, data gathering, citation, and presentation.
- Collaborate with teachers to integrate research-based projects into the curriculum.
- Support teachers and coordinators in identifying and accessing credible academic resources for lesson planning and professional development.
- Develop and maintain research guides, pathfinders, and reference tools tailored to specific subjects and projects.

- Guide students in identifying and evaluating credible academic sources, tailored to their research needs and subject areas.
- Teach students proper citation practices including in-text citations and reference list formatting across multiple styles (APA, MLA) and reinforce the school's academic integrity policy to ensure ethical and responsible use of information in all academic work.
- Provide structured citation and research literacy instruction to students, equipping them with the skills to locate credible sources, apply correct in-text and full citation formats, and understand academic integrity expectations across all subject groups.
- Provide dedicated research support to IB Diploma Programme (DP) students for their Extended Essays (EE), Internal Assessments (IAs), and Theory of Knowledge (TOK) essays; guiding them in narrowing research topics, formulating strong research questions, locating and evaluating credible academic sources, applying correct citation practices, and upholding academic integrity in line with IB requirements.

#### **Academic Integrity**

- Implement and uphold the school's academic integrity policy across all research and writing contexts.
- Educate students and staff on plagiarism, intellectual property, and ethical use of information, in alignment with the school's academic integrity policy.
- Utilize plagiarism detection tools (Turnitin) to support teachers in evaluating student submissions.

#### **Literacy & Reading Promotion**

- Promote a culture of reading by organizing events such as writing contest, reading contests, author visits, read aloud day...
- Curate reading lists and recommend materials that reflect diverse voices and perspectives.
- Continuously enrich the LRC's collection with resources by following up on students' interests and teachers' needs through wish-lists and periodic surveys, ensuring the library reflects the diverse reading preferences of the school community.
- Support both structured and non-structured literacy development across all subject areas.

#### **Administrative & Collaborative Duties**

- Manage and maintain accurate records of library usage, resource circulation, and program outcomes through Follett.
- Prepare and present periodic reports to the Curriculum Director on library activities, resource usage, and research program effectiveness.
- Conduct regular departmental meetings with PYP, MYP, and DP coordinators and subject teachers to identify curriculum integration opportunities, resource alignment needs, and student focus areas per department request.



- Hold core meetings with all departments across PYP, MYP, and DP to ensure the LRC's resources and programs are responsive to the evolving needs of each program.
- Meet regularly with the line manager to follow up on priorities, updates, and action points related to LRC operations and development.
- Follow up on digital platform performance, troubleshoot issues faced by students and teachers, and ensure smooth access to online databases and digital learning tools.
- Coordinate with the Activities Department to support the planning and launching of the LRC events.
- Support teacher professional development by following up with departments on PD needs related to research skills, information literacy, and effective use of LRC resources.
- Stay current with developments in library science, educational research, and information technology to ensure continuous improvement of LRC programs and services.

#### Qualifications

- **Degree:** BA/BS, MS/MA Degrees is a must (PHD is an add on)
- **Major:** Information Library Sciences or relevant Bachelor's or Master's degree
- **Years of experience:** From 3 to 5 Years
- **Languages:** English (High fluency is a requirement)- Arabic
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#### Preferred Qualification:

- Familiarity with library management systems (LMS) and digital resource platforms.
- Knowledge of research databases (JSTOR, EBSCO).
- Experience designing and delivering information literacy curricula.

#### Requirements

- CV
- Cover Letter
- Copy of the earned Degree
- 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