

**Job Title: Media Center Specialist****Reports To: Principal(s) (MC) (PC)****Qualification:**

- Minimum of a Bachelor's Degree and certification as a classroom teacher
- IT skill (Microsoft system and Google proficient)
- Experience in working with school aged children
- A track record of working successfully and collaboratively with peers
- Knowledge or experience working with an International Baccalaureate (IB) program strongly preferred.

**Overall Role:** The school Media Specialist creates an environment where the love of literature and the seeking of knowledge thrives across both campuses (Nursery - Grade 12). It is the expectation that the Media Center is a vital hub for inquiry and that the Media Specialist is integral in supporting students through the research strand of IB ATL skills. The Media Specialist is charged with documenting the Media Center program to school and program standards.

**Main Responsibilities:**

- Collaborate with library staff to Ensure the Media Center is a well organized, welcoming environment which students and staff value as an essential part of the school learning program.
- Review and evaluate resource material, such as book reviews and catalogs, in order to select and request print, audiovisual, and electronic resources.
- Consistently meet with school IB coordinators on a weekly/bi-weekly/regular basis to:
  - Identify, organize and supply available resources at grade level that are relevant to current UOIs to teachers
  - Recommend the acquisition of print/electronic resources relevant to current UOIs to the school administration.
- Assemble and arrange display materials.
- Work with library staff to creatively open the Media Center as the heart of the community (book talks, learning centers, featured artists, featured authors, co-teaching, etc.) before and after school, as well as during break times.
- Proactively be Involved in the PYP Exhibition and MYP Personal Project and Academic Honesty with G11/12.
- Meet with ELL teachers to identify engaging age-appropriate and reading level literature for ELL students.
- Teach/demonstrate age-appropriate research skills to large and small groups.
  - Reinforce concepts of academic honesty
  - How to annotate sources
- Analyze student needs/requests, and assist in furnishing or locating that information based on their interest or reading levels.

- Monitor lists of overdue materials and assist with collecting them for future and on-going use.
- Meet with parents of students who speak languages other than Thai/English to identify home language literature that is engaging.
  - Develop and maintain a collection of material with a current focus on Home Language, that parents can borrow.
- Promote age level- appropriate literature to students and families, including providing opportunities such as
  - Book sales
  - Battle of the books
  - Organizing guest authors
  - Sponsoring theme weeks (Halloween stories, holiday stories, Chinese New Year, Thai holidays, other national holidays)
  - Reading stories to students.
- Lead the “I love to read” month Committee, including organizing activities.
- Organize after school and evening (residential) events, where the Media Center is a focal point for students

**Other:**

- support for teachers by helping to source adequate Media Center resources
- Daily supervision in the Media Center when opened before/after school and during breaks/recess as coordinated with the library staff.
- Attendance at school events as requested by administration.
- Other tasks as assigned, including assisting with class substitutions.

**Personal Qualities:**

- Nurturing and friendly
- Proactive
- Punctual
- Highly organized
- Flexible

**Working Hours**

- 8:00 AM – 4:30 PM, Monday to Friday at alternating campuses, one evening a week in the Media Center for residential program students.

**A Satisfactory Police Clearance Check and Medical Clearance Check is required as part of our hiring practice**