



JOB OPENING

POSITION: **Officer - Circulation & Information**

REPORTS TO: **Specialist - Library Media**

PURPOSE

Under the direction and supervision of the Library Media Specialist (LMS), the Circulation and Information Officer provides a wide variety of library and dynamic services. This includes customer service, circulation, information technology, creating and promoting the library through digital platforms and work with students and parents to support all aspects of library operations.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Diploma Degree
2. Fluent in written and spoken English
3. Has strong technology skills
4. Working experience in a similar type of position
5. Outstanding personal communication skills, meets the public, staff, parents and students tactfully and courteously
6. Demonstrated experience and comfort level with children especially in instructional settings
7. Understands and carries out oral and written directions
8. Strong organizational skills
9. Self-directed, able to function independently
10. Demonstrated computer literacy skills and be willing to go through training for special programs and software usage
11. Demonstrates a willingness to accept training in any area that the Library Media
12. Able to solve problems independently
13. Helpful, cooperative and eager to serve
14. Clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Provides excellent customer service and maintain a courteous positive image of the library. Provides direct public service to patrons as they visit the library, making phone calls or communicates in virtual environments.
2. Enhances the library's presence on the Library Website, by digital displays and through Social Media
3. Involves in creating, updating and maintaining LibGuides
4. Includes daily updates to MS Library social media sites (Instagram, Twitter and others as needed)
5. Assists students in classes with computer basics or other technology access topics. Supports classes as needed.
6. Creates presentations and supports documents/tools (screencasts, videos, etc.) for assisting students/teachers in the classroom. These support tools could be made available on the public LibGuides and through Google Classroom.
7. Assists patrons in the recording studio - including lighting set up, recording and audio setting for quality recordings. Assists students with creation of final products.
8. Creates individual codes for each MS student (grade 6 - 8) for the Tool for Real-time Assessment for Information Literacy; prepares logins for teachers; prepares results of all students tests in formats suitable for teachers for report writing.
9. Oversees, conducts and finalizes annual inventory of the MS library and prepares reports on all aspects of the results of the inventory.
10. Responsible for managing all aspects of circulation in the school library, including shelving, shelf reading and processing of materials

11. Coordinates the distribution of all school periodicals
12. Helps library users (students, teachers, parents and staff) find materials to meet their needs and helps users to become proficient in using resources including assisting with lessons as needed
13. Acts as integral member of the team to contribute to the library collection development based on patron use and interests
14. Supports the LMS and library staff with the supervision of students - providing assistance and support to students at all times
15. Manages all library responsibilities in the absence of the LMS from 3:30 to 5:00pm
16. Contributes to the success of the library by performing other duties as required by LMS

Builds Positive Interpersonal Relationships

- Promotes positive interactions and fosters a sense of identity and pride in JIS among students, parents, faculty, and colleagues
- Maintains an open attitude toward new ideas
- Collaborates with school wide teams and staff
- Establishes and maintains cooperative and positive working and team relationship with those involved in the course of work

Ongoing Professional Growth

- Continues to acquire new learning and reflects new learning and professional practice
- Shares in opportunities for in-service and workshop offerings
- Shares professional knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities.

Apply to: recruitment@jisedu.or.id