

"European School" LLC announces a vacancy for the position of PYP Librarian

About the school:

The European School is an international CIS accredited school that offers its students various educational programs - kindergarten, Georgian program, IB (PYP / MYP / DP) and American high school.

Working Conditions:

- Work in office
- Standard working week – five days per week

Working Hours: 09:00am -17: 00pm

Break: 30 minutes

Working Days: From Monday through Friday

Work Address: European School, 2 I. Skhirtladze Street, Tbilisi, Georgia.

Position Overview: The PYP Library Coordinator is responsible for supervising electronic and print resources in the Primary Years Programme (PYP) library and creating engaging reading programs for students. This role plays a crucial part in fostering a love for reading and supporting students' academic development.

Key Responsibilities:

1. **Resource Management:**

- Manage and organize the library's electronic and print resources, ensuring they are readily accessible to students and staff.
- Acquire, catalog, and maintain the library's collection, including books, e-books, periodicals, and digital databases.

1. **Supervision and Support:**

- Oversee the daily operations of the PYP library, including circulation, shelving, and maintaining a quiet and conducive reading environment.
- Assist students and teachers in finding and utilizing resources for research projects and personal reading interests.
- Train and supervise library assistants or student volunteers, if applicable.

1. **Reading Programs and Activities:**

- Plan and coordinate reading hours and literacy activities for PYP students, fostering a love for reading and developing strong reading skills.
- Collaborate with teachers to align reading programs with the school's curriculum and the needs of individual students.
- Organize author visits, book clubs, storytelling sessions, and other events to promote reading engagement.

1. Technology Integration:

- Stay up-to-date with digital resources and technologies relevant to libraries, ensuring that the library's electronic resources are current and well-maintained.
- Train students and staff in effectively using digital library resources and research tools.

1. Collection Development:

- Evaluate the library's collection regularly, identifying areas for expansion or updating based on curriculum changes and student interests.
- Collaborate with educators to select materials that support the PYP program's educational goals.

1. Promotion and Advocacy:

- Promote the library's services and resources to the school community through newsletters, presentations, and other communication channels.
- Advocate for the importance of reading and literacy within the school and wider community.

Qualifications:

- Bachelor's degree in Library Science, Education, or a related field (Master's degree preferred).
- Experience working in a library or educational setting, preferably with children.
- Knowledge of library cataloging and classification systems.
- Strong communication and interpersonal skills.
- Proficiency in using library management software and digital resources.
- Creativity and enthusiasm for developing engaging reading programs.
- Ability to work collaboratively with teachers, students, and parents.
- Knowing of English Language minimum at C1 level.

If you are interested, send your resume (CV) to the e-mail address: vacancy@europeanschool.ge Please indicate the title of the vacancy in the subject field of the e-mail, otherwise your resume will not be considered.

By sending data on the mentioned vacancy, you confirm that you agree to the company collecting, processing and storing the submitted information (cv) within the framework of the "Law on Personal Data Protection" in order to conduct the necessary procedures for your employment. Personal data will be used only for the stated purpose and will not be transferred to a third party without your consent.

good luck!