



Head Librarian

NATURE AND SCOPE OF JOB

The GISNY library is a combined model of a German and an American library system. It is customized to provide our students a wide variety of attractive and educational literature and other materials in German and English language.

The librarian(s) is available throughout the entire school day to advise students, teachers, and families, as well as adhering to their needs and suggestions.

Reports to the Business Manager

JOB FUNCTIONS & RESPONSIBILITIES

The librarian's primary responsibilities include but are not limited to:

1. Acquisition of literature and teaching materials for the library.
2. Researching the literature markets in Germany and the US.
3. Maintenance of the library
4. Cataloging of new items and culling of library catalog and collection.
5. Administering the loans process
6. Operating the library computer programs.
7. Advising students, teachers, and families about library offerings.
8. Hosting readings in cooperation with teachers and parents.
9. Assisting with school activities e.g. the book week, authors' visits or the reading contest.
10. Coordinating parent volunteers in the library.
11. Other duties as assigned by the Business Manager

REQUIRED EXPERIENCE & QUALIFICATIONS

- High School Degree
- Experience with library work.
- Excellent interpersonal skills to work effectively with a diverse group of people including students, families and faculty.
- Exceptional communications skills, both written and spoken.

- Excellent organizational and time-management skills and ability to manage multiple projects simultaneously.
- Fluent in English, spoken and written; basic knowledge of German
- Understanding of and insight into cultural differences

PREFERRED EDUCATION/TRAINING

- Bachelor Degree
- Prior or current employment in a school/college (library)
- Fluent in both German and English, spoken and written;
- Well read, passionate about literature.
- Experience with library software (ideally Follett Destiny® Library Manager and Sora)

PHYSICAL DEMANDS & WORKING ENVIRONMENT

- Lifting of books and other smaller objects
- Use of office equipment.
- Extended periods of sitting and/or standing.

FLSA Status: Part time, Exempt

Hours: 30

Library hours covered with the Librarian are 8:30am – 3:45 pm plus one day per week until 6 pm *

*= excluding lunch break

** = including lunch break

Included is at least a 30-minute lunch break between 11:00 a.m. and 2:00 p.m. for shifts six hours or longer that extend over that period and 45-minute meal break at the time midway between the beginning and end of the shift for all shifts of more than six hours starting between 1:00 p.m. and 6:00 a.m. Additionally a 20-minute meal break between 5:00 p.m. and 7:00 p.m. for workdays that extend from before 11:00 a.m. to after 7:00 p.m. should be taken into consideration.