

LIBRARIAN

The Librarian is an important connector of people, services, and information at UWC Changshu, responsible for guiding discovery within and beyond the curriculum. As a faculty member, the Librarian also shares responsibility supporting a unique, student-centered learning environment in which we pursue of the UWC mission to make “education a force to unite people, nations and cultures for peace and a sustainable future.”

DIRECT REPORTS

The Librarian reports to the Vice Principal (Academics) and supervises the work of paraprofessional(s) who comprise the school library staff, and, if applicable, volunteers and student assistants.

PREFERRED QUALIFICATIONS

- MLIS or equivalent degree in library or information science is strongly preferred; we are open to candidates with other credentials provided they have significant library experience.
- At least 2 years of experience with libraries (community, secondary school, or university).

ROLES AND RESPONSIBILITIES

The roles and responsibilities for the Librarian position are inclusive of, but not limited to, the following:

COLLECTION DEVELOPMENT AND MANAGEMENT

- Manage the selection, acquisition, cataloguing, and circulation of the library collection appropriate to a diverse, multilingual, university preparatory program.
- Curate reading recommendations for the school community.
- Develop and manage an annual budget for collections (physical and digital) as well as the library facility.
- Collect data and report periodically on the use of various library resources, programs, and services.
- Cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school.
- Promote a culture of a love of reading, learning, and exploration
- Guide individual community members to locate physical and online resources relevant to their interests and school-related (study or teaching) needs.
- Plan events and programs that encourage community members to read and explore.

RESEARCH AND ACADEMIC INTEGRITY

- Partner with faculty colleagues across all academic departments to align research expectations, approaches, and ensure adequate alignment with library resources.
- Lead faculty and students in promoting the highest standards of academic integrity through appropriate use of citations, including use of shared resources such as NoodleTools.

- Chair the committee engaged in the periodic review of the school's academic integrity policy.
- Promote digital literacy and tools
- Promote digital literacy and responsible use in partnership with individual teachers, departments, and in supporting the development of relevant school policies.
- Collaborate with colleagues, including the Head of Educational Technology, to identify digital tools that can promote intellectual and creative discovery.
- Understand copyright, fair use, and licensing of intellectual property, and assisting the community in adhering to these principles.

TEACHING AND LEARNING

- The Librarian may have teaching responsibilities in the Foundation or Diploma Programmes in the areas of Theory of Knowledge, Peace & Sustainability, or in another subject area appropriate to their expertise.
- Provide and plan professional learning opportunities within the school for and with faculty, including members of the library team.
- Other leadership and programmatic responsibilities
- Onboard and provide ongoing supervision and support for staff and student library volunteers.
- Utilize anonymous survey tools to collect data on community member engagement with library services and programs.
- Align the library goals with the UWC movement and the school's vision and strategy.
- Help to build a positive sense of community among faculty, staff, and students.
- Effectively navigate intercultural difference and model genuine international-mindedness.

ADVISING AND THE RESIDENTIAL PROGRAM

As advisors, faculty members are responsible for a group of students whom they monitor and support in all aspect of school life. Advisors meet with their advisees regularly, both individually and as group, forming an essential component of the student support system. Advisors prepare periodic reports on the students' academic progress, involvement in co-curricular activities and social and personal qualities. Advisors also contribute to the running of the residential program through affiliation with a House: by doing regular check-ins and participating in House activities. Beyond the formal duties, advising is a rewarding element of our close-knit residential school community. Advisors are supported as part of a team, including a professional social-emotional counselors, the head of house, and the school leadership.

CO-CURRICULAR “ZHIXING” PROGRAM

All faculty members support the supervision and mentorship our unique, student-driven co-curricular programs. Every effort is made to match faculty interest with student initiative. The equivalent of two afternoons a week involvement on average is the typical expectation.

SPECIAL EVENTS AND VOLUNTARISM

There are a number of special events and activities during the year in which staff participate, including student orientation, Project Week, and Special Topics Days. Key elements of our school's operation, including cultural events, student recruitment, professional learning all rely on voluntary faculty support. As a residential learning community, we share a common commitment to contributing our time, energy, and expertise wherever we can. Faculty members work intensively during the time that school is in session, and, in return, benefit from a deeply rewarding connection with students and colleagues and generous school breaks.

SAFEGUARDING STATEMENT

UWC Changshu is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

EQUAL OPPORTUNITY STATEMENT

The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age, or disability.