

CIS TEACHER ASSISTANT LIBRARIAN AND MEDIA SPECIALIST - FRAMING THE ROLE

Particulars

- This position's focus is Early Childhood School with school-wide library support.

The CIS Mission

Our mission is to Connect / Inspire / Serve. (CIS) We are a positive community with passionate learners.

The CIS Community Principal

- **Kindness** - We value kindness. Our kindness is illustrated in all our interactions: with our own children, with others' children, with families, with staff, and with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.
- **Partnership** - We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, it makes students learning richer by connecting stakeholders in exciting and innovative ways.
- **Sustainability** - We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.
- **Good Intent** - We assume good intent. We trust that members of our community have what is best for one another at heart. We engage diverse perspectives with empathy and open-mindedness. We aim to be our best selves in all that we do.

The CIS Learning Principals

- **Language of Learning** - We understand that to make learning happen effectively and collectively we need a shared language that describes what learning is and how we do it.
- **Ownership of Learning** - We understand that we are all able to learn and ultimately responsible for our own learning.
- **Nature of Learning** - We understand that learning is emotional as well as cognitive and is both an individual and social experience.
- **Contexts of Learning** - We understand that learning transfer happens best in rich, relevant contexts.

Title/Role

- Teacher Assistant Librarian Media Specialist

Overview

The Teacher Assistant Librarian Media Specialist plays a crucial role in delivering comprehensive library and research services to the school community while overseeing the maintenance and enhancement of the library and its collections.

Position Requirements

- High school diploma or equivalent required; Early Childhood Education or Library Science certification preferred

- Minimum of 2 years' experience working with young children in a classroom, library, or early learning environment
- Familiarity with early literacy development and strategies for fostering a love of reading in young learners
- Experience supporting teachers in planning and delivering developmentally appropriate lessons and activities
- Strong organizational skills and attention to detail in maintaining classroom and library resources
- Excellent verbal and written communication skills and the ability to engage positively with students, staff, and parents
- Comfortable using basic technology and digital learning tools to support library and classroom activities
- Physically able to lift up to 20 lbs regularly and 45 lbs occasionally to assist with classroom and library setup
- First Aid and CPR certification (or willingness to obtain)

Desired Attributes

- Flexible, Adaptable, and Open-Minded
- Approachable, Listener, and a Sense of Humor
- Dedicated and Energetic
- Display a generosity of spirit and commitment to personal, professional, and organizational growth.
- Diversity oriented - able to work effectively with people regardless of age, gender, race, ethnicity, or religion.
- Effective communicator
- Contributor to afterschool programming
- Embodies CIS Community Principles

Reports to

- Director of Teaching and Learning

Sample of Duties and Responsibilities

- Orders all library materials that support the educational program
- Designs and implements library lessons for all EC grade levels
- Reviews and assesses current policies and procedures for all aspects of management of the Library Media Center and upgrades or establishes new policies and procedures as necessary
- Designs and implements current budgetary allowances
- Actively participates with the Literacy Committee with hosting Literacy Month usually held in March.
- Conducts ongoing inventory of all Library Media Center materials
- Conducts a systematic approach to improving Library Media Center books and materials
- Organizes and trains parent and student volunteers
- Completes collection mapping of entire collection to ascertain strengths and weaknesses
- Systematically updates the catalogue and provides instruction in its use

- Communicates with other librarians and media specialists, bookstores, and vendors to assure the best possible purchases for the Library Media Center
- Completes the classification, cataloguing and organizing of the materials in the Early Childhood Library and the Middle School Library
- Serves on school committees to provide input on school wide integration of library services
- Works collaboratively with the school community, including the Director and administrators of the school, with a vision of how informational media enhances the teaching and learning process and improvement of operational efficiency
- Ensures that all library media initiatives and resources are aligned, managed, and allocated in a manner that reflects the school's mission and learning principles
- Supervises volunteers, if applicable, providing day-to-day monitoring
- Integrates plans and implements new technological advances for the Library Media Center program in coordination with the Technology department
- Makes grade level recommended reading lists that interface with library media center curriculum
- Makes resources available to students and teachers through a systematically developed collection which is reviewed yearly
- Provides teachers, students and administrators with information about new materials and services that are available
- Monitors the checkout desk after school from 3:00-4:00 Monday, Wednesday, Thursday and Friday

Equity and Inclusion

It is CIS policy that decisions about staff assignments, promotion, demotion, and selection for training shall be taken without regard to race, color, ethnicity, gender, disability, or sexual orientation.

Evaluation / Reflection / Professional Growth

Performance will be evaluated within the framework of our appraisal and professional development protocol.

Compensation and Work Year:

Compensation as per contract in relation to CIS remuneration scale. Work year as per the CIS school calendar. This role will work on a 205 contract day schedule. With expectation of extended day library services including afterschool and designated Saturdays. Extra days may be required for inventory and packing in June and prior to the commencement of in-service for staff in August.

There are also opportunities on campus related to coaching, after school teaching, facilitating camps, and serving in leadership capacities such as grade level leader / vertical team leader. These opportunities usually involve some remuneration and must be within the regulations established by the Cayman Islands Government.

Our Culture

Our team recognizes that school years for children of all ages are periods of tremendous growth, curiosity, and transition in the lives of students and parents. Through good teaching practice and modeling we facilitate the students' intellectual, social, emotional, and physical growth through school and beyond. Indeed, students' well-being is at the center of our teaching practice and as such, teachers must be committed to working collegially, collaboratively, energetically, and enthusiastically to enhance the learning environment for

students, staff, and community. Our school and its community value staff who demonstrate excellence, collaborate, communicate in an effective and timely fashion, have a sense of humor, are flexible, celebrate diversity, appreciate, and engage in Caymanian culture, accommodate different learning styles and sponsor after school activities.