

## **Assistant Librarians**

Creative Secondary School (CSS) celebrated its tenth anniversary in 2016. The library, which provides services to more than 900 staff and students, now has a substantial collection of books and electronic resources that support teaching and learning across the school. Curriculums taught at CSS include the International Baccalaureate Middle Years and Diploma Programmes and the Hong Kong Diploma of Secondary Education. At the beginning of 2018, the library will be implementing a new integrated library system that help to make library's resources more accessible to teachers and students.

The successful candidate will work as part of a team of three (Library Manager and two Assistant Librarians). He or she will:

- Lead the continued development of the library's collection of Chinese language resources.
- Collaborate with the library team and academic faculties to help develop the support that the library offers for teaching and learning across the school.
- Take the initiative to identify ways in which the services offered by the library can be improved.
- Provide cataloguing, circulation and other library management services.
- Help to manage student behaviour within the library.

The following qualifications and experience are preferred:

- Experience of working in a school library, preferably at secondary school level.
- A formal qualification related to library management and/or teaching.
- Fluency in English and Cantonese and literacy in Chinese.
- A strong understanding and appreciation of information literacy and principles of academic honesty.
- A love of reading and a wide knowledge of texts in Chinese (essential) and English (preferred).
- Familiarity with modern library cataloguing systems and standards.

Shortlisting for the position will take place during the first week of June. We aim to hold interviews during the last two weeks of June. The successful candidate's employment will commence in mid-August.