



**American School  
of Bombay**

## Our Mission

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of others.

## Job Description

**Position:** Library (iCommons) and Media Specialist Teacher  
**Division:** ES  
**Supervisor:** Divisional Principal  
**Contract:** Initial 2 year contract, annual renewal thereafter

## Position Summary:

The iCommons Specialist works alongside other educators in empowering students to be enthusiastic readers, skillful researchers, creative producers, and ethical users of information. They support the program of learning through the delivery of Information and Media Literacy skills to students in the elementary grades. At ASB, Information and media literacy enables students to access, interpret and make informed judgments as users of information and media, as well as to become skillful creators and producers of information and media messages. The iCommons Specialist will also display a broad knowledge of and passion for - children's literature and a demonstrated ability to inspire students to read. They recognize the value of having a diverse and inclusive school community and work to ensure that all students (members of the community) are seen, heard, and valued ASB Educators engage in continuous learning and embrace the school's mission.

ASB's Mission, Vision, and Core Values guide our work. [ASB's Strategic Plan](#) guides our direction for student learning.

## Responsibilities:

**Ensure the smooth functioning of the iCommons :**

### Curate:

- Lead in the selection, acquisition, and evaluation of print and digital resources.
- Monitor shelving and organization of resources.
- Cull the print collection regularly

### Support:

- Maintain and assist patrons in the iCommons with the circulation of materials.
- Coordinate schedules of iCommons team members.
- Lead in the design and maintenance of beautiful spaces where students and adults can engage with literature

### Empower and Advocate:

- Highlight new materials with students and educators that will promote literacy, further engage, and optimize learning.
- Refine the iCommons website and other relevant digital and analog resources.
- Coordinate and arrange inspirational author visits.

ASB's Learners will be:

Intrinsically Motivated, Adaptable and Resilient, Self Aware, Empathetic, and Reflective.

**Support the instruction of information and media fluency skills, including the cultivation of strong digital citizenship values and actions.**

Collaborate & Empower (at meetings with colleagues)

- Engage with classroom educators with a particular focus on the provision of inspiring engagements centered on the development of information and media fluency.
- Highlight tools and opportunities with colleagues that optimize learning in the research and literacy domains.
- Empower classroom educators to lead in the provision of instruction in the information and media literacy domain.

Support Inquiry:

- Support students in planning and employing effective research strategies to locate information and other resources for their intellectual or creative pursuits.
- Guide students to evaluate the accuracy, perspective, credibility, and relevance of information, media, data or other resources.
- Model and support students to curate information from digital resources using a variety of tools and help them identify methods to create collections of artifacts that demonstrate meaningful connections or conclusions.

Support Creation and Production:

- Empower students individually and in small groups to choose the appropriate technology platforms and tools for meeting the desired objectives of their creation or communication.
- Help students communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations.
- Support students to publish or present content that customizes the message and medium for their intended audiences.

Support Digital Citizenship:

- Instruct students in ways they can manage their digital identity and reputation and make them aware of the permanence of their actions in the digital world.
- Support students to engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
- Model and encourage respect for the rights and obligations of using and sharing intellectual property.
- Help students manage their data to maintain digital privacy and security.
- Work with students in small and large groups to help them use and manage information productively and ethically.

The [ASB Professional Learning Standards Framework](#) guides the responsibilities of an ASB Educator.

**Capabilities:**

- Knowledge and experience with software used in cataloging and library computer systems.
- Knowledge of Cataloging Rules
- Source resources that are reflective of the school community are seen, heard, and valued

## Core Values

*We believe that...*

Each person has equal intrinsic value.

People are responsible for the choices they make.

All people have potential for growth.

Internal motivation is the most powerful driver of learning and success.

A balanced lifestyle is the essence of well-being.

Mutual trust and respect are essential for healthy, enduring relationships.

Embracing our interdependence is vital for community to flourish

Practice, perseverance, and reflection are integral to a culture of excellence.

We are the trustees of our environment.

- Ability to augment and update library's technology resources and train the staff in the use of current technology.
- Ability to undertake projects in the Library.
- Strong interpersonal communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively orally and in writing; Ability to establish cooperative working relationships in the course of performing assigned duties

### **The Ideal Candidate Will Have:**

- An understanding of applying evidence-based approaches to learning, including incorporating an understanding of the role equity, diversity, inclusion, and social-justice and social-emotional learning practices have on learning
- Demonstrated knowledge of integrating technology to enhance learning including knowledge of age appropriate tools
- Excellent interpersonal and communication skills that promote collegial interaction
- A minimum of three years of relevant experience in a K-12 accredited school
- Bachelor's Degree from an accredited university in library sciences and / or teaching and teaching certification preferred
- Ability to adapt to a Growth mindset
- Experience with an inquiry-based framework
- Evidence of relevant professional development

### **Child Protection and Safety:**

The American School of Bombay promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government issued background verification. All members of the community are responsible for the safety and well-being of every child.

### **Note:**

All American School of Bombay employees will have a job description which will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.