



**WINDERMERE  
PREPARATORY SCHOOL**  
A NORD ANGLIA EDUCATION SCHOOL

## **High School IB Administrator & Librarian**

### **Full-time, 11-month position**

Windermere Preparatory School is located on a beautiful 48-acre campus in Southwest Orange County. Windermere Preparatory School's academic approach is built on complex problem solving and critical thinking, emphasizes intellectual, personal, emotional and social growth, and culminates with the International Baccalaureate (IB) Diploma Programme.

We are currently seeking a collaborative, dynamic, and innovative Librarian & IB Specialist for the High School for the 23-24 School year. The ideal candidate will have the ability to successfully provide the leadership and expertise required to develop, implement, and direct a student-centered learning and research center that is aligned with WPS mission and philosophy. In addition, they will play a fundamental role in administering the IB diploma program with the Assistant Director of Teaching and Learning to ensure all students maximize the value of this fantastic program.

### **Roles and responsibilities include but are not limited to the following:**

#### **Program Administrator:**

- Maintains High School Library online catalog and usage statistics;
- Manages the High School library budget along with High School Director;
- Assists in development and implementation of library policies and procedures;
- Sets long- and short-term goals for the High School program;
- Trains and supervises parent volunteers;
- Designs and manages reading promotion activities (e.g. events, displays, author visits, etc.) that support the division-wide instructional program and encourage recreational reading.

#### **Library / Media Instructor:**

- Develops a high school Library / Media instructional program that incorporates exposing students to various genres and authors as well as information literacy and digital citizenship;
- Conducts weekly classes for students by grade level;
- Designs experiences that provide opportunities for students to exercise the IB Learner Profile traits while applying learned research and innovative practices to a special project

#### **IB Administrator**

- Provide IB coordinators & Head of School administrative support.
- Update of School systems, Managebac, Isams.
- Schedule meetings with parents for progress updates with SLT.



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- Assist the IB Coordinators in maintaining accurate records, databases, and documentation related to the IB program.
- Help prepare and distribute materials for IB meetings, workshops, and events.
- Collaborate with teachers to ensure the implementation of the IB curriculum, including organizing resources and materials for exams.
- Provide administrative support with the logistics of the end of year exams, Mock Exams and IB Exams
- Coordinate the IB Diplomas scanning, filing and distribution

### **Information Specialist:**

- Recommends and provides support for implementing new and emerging library / media best practices and processes, including emerging technologies;
- Instructs students in all matters related to research and inquiry, citation, information gathering, evaluation, and synthesis
- Builds and maintains an up to date digital and print library collection that supports the high school curriculum and is reflective of the school's social and cultural diversity;
- Works with faculty to curate research resources for student use with specific units of study;
- Inventory media resources annually, evaluate the collection and replace obsolete and worn materials while updating the catalog and inventory records.

### **QUALIFICATIONS**

- Bachelor's degree in Library and Information Science, Information Studies, or a similar field from an ALA-accredited institution;
- Master's Degree Preferred;
- 3+ years experience overseeing a school library and its diverse functions;
- 3+ years experience developing and teaching Library / Media instructional programs;
- High School classroom teaching experience is a plus;
- Excellent communication and interpersonal skills;
- Must be highly organized;
- Google Suite experience preferred

At Nord Anglia Education and Windermere Preparatory School, we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our students irrespective of race, ability, religion, gender or culture.



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All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.