



CHRISTIAN ALLIANCE
INTERNATIONAL SCHOOL
宣道國際學校

TEACHER LIBRARIAN

Christian Alliance International School (CAIS), a non-profit making school wholly owned by Kowloon Tong Church of the Chinese Christian and Missionary Alliance, invites applications for **Teacher Librarian**.

Duties and Responsibilities

A Teacher-Librarian will be responsible for administrative and professional duties in a library resource center.

Duties and responsibilities include:

- Apprise faculty and staff of resources and/or technologies to support curriculum and work collaboratively with them on selection of same
- Manage and coordinate procurement of required library resources and equipment subject to internal policies and procedures
- Contribute to articulation, implementation and review of library services policies and procedures
- Work with library personnel in planning an overall library services program in general and promoting reading school-wide in particular

Qualifications and Experience

- Bachelor or Master degree in Education required
- Proficiency in spoken and written English
- Minimum of 2 years working in a school library
- Graduate certificate or diploma in library and information management strongly preferred

Effective Date of Employment

The starting date for this appointment is **15 August 2019**. Initial contracts are normally 2 years in duration.

Application Details

Interested parties please refer to our employment webpage at www.caisbv.edu.hk. Applications including a cover letter, full resume, Teacher Application Form, Christian Faith Questionnaire, teaching certification and university transcripts should be submitted in PDF format by email to recruit@caisbv.edu.hk or by post to the following address :

Human Resources Department
Christian Alliance International School
33 King Lam Street, Lai Chi Kok, Kowloon, HK

All personal data collected will be kept in strict confidence and would only be used for recruitment purpose.