



Librarian (m/w/d)

The Berlin Cosmopolitan School (BCS) is an international, non-profit school specialising in science, music and dance. BCS has a kindergarten and a pre-school, as well as a primary school and a secondary school. The kindergarten and pre-school were founded in 2004, the primary school in 2007 and the secondary school in 2009. BCS and its two campuses are located in the centre of Berlin Mitte, a quiet area between Alexanderplatz, Monbijou Park, Hackescher Markt & Prenzlauer Berg. Over 820 children and students as well as 170 employees from over 44 countries belong to the Berlin Cosmopolitan School community.

For our campus at Ruckerstraße 9, 10119 Berlin, we are looking for a **Librarian (m/f/d)** to start as soon as possible.

Your responsibilities

- Establish and communicate library policy
- In collaboration with other staff, evaluate and select materials, print or electronic subscriptions/databases necessary to meet the curriculum/literature needs of students, teachers and administrators who will use the library.
- Maintain a thorough, detailed and accurate inventory of all resources.
- Ensure that all media (print and digital) are organised so that they can be used effectively and efficiently by students at all levels and adults.
- Ensure that the overall library environment is conducive to learning and the development of a love of reading and media.
- Develop and implement effective daily routines for the efficient management of the library.
- Provide instruction as needed (e.g., media literacy, information literacy, ethical use, etc.)
- Support individual learners/library users in developing sound and healthy library/research/study skills.
- Develop, implement and review a library curriculum outlining key transdisciplinary and library skills to be developed over time.
- Planning and reflecting on classroom projects with teachers
- Thorough knowledge of the books and authors in the collection to help students and teachers with their reading and research choices.
- Supervise and mentor high school students in the auditorium and during breaks.
- Assist IB Coordinators, HODs and PLTs in mentoring students and/or promoting programmes
- Knowledge of ATLs and the IB learner profile as applied in the PYP and DP at BCS
- Supporting multilingualism and multimodality in the library



Your Profile

- A completed commercial vocational training or a comparable qualification with further training in Library Studies
- Working knowledge in Digital Circulation Systems
- Professional experience in comparable position desirable
- Social competence and a confident and friendly manner
- Ability to perform and work in a team
- Independent, structured and motivated way of working
- German or English at level C2, C1 in the complementary language

We Offer

- Company pension plan
- Possible allowance for BVG ticket after probationary period
- Voucher card after the probationary period
- Freshly cooked lunch every day at very reasonable prices
- Dynamic international team
- Employee events
- Development opportunities
- Internal and external training
- 30 days of paid vacation per year to compensate the extra hours of work

Contact

We look forward to receiving your detailed application by e-mail hr@cosmopolitanschool.de under the keyword "**Librarian**" by 15.07.2024. Please attach to your application in a single pdf file: a current CV, a cover letter, certificates and references.