

# Certified Teacher-Librarian

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**Base:**

K. International School Tokyo – Secondary School (with whole-school responsibilities across Elementary and Secondary)

**Period:**

August 2024 – June 2026 (Possible annual renewal depending on appraised work performance and school needs)

**Overview:**

- Oversee the organization of the KIST Libraries—Elementary and Secondary.
- Provide leadership to the school's library team.
- Oversee the planning and implementation of whole-school strategies to support literacy and reading across the school.
- Collaborate with instructional staff in the development, planning and delivery of units of learning.
- Contribute to maintaining a positive, pleasant environment within the KIST Libraries and wider school setting.
- Perform student supervisory duties and other general duties as requested.

**Notes:**

- University degree in education and/or librarianship required.
  - Must hold a valid, relevant teaching credential from a recognized teacher registration authority.
  - Advanced proficiency in English required. Communication skills in Japanese language also highly desirable.
  - Minimum 2 years' full-time experience as a classroom teacher with additional library experience required. Experience within an IB and/or IGCSE environment preferred but not essential.
  - Working hours 8:00 a.m.to 5:00 p.m., Monday to Friday. A number of Saturdays during the year for annual school events.
  - Applications from local and overseas candidates welcome.
  - Visa sponsorship available.
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