

GD GOENKA

JOB DESCRIPTION TEMPLATE

“Shape young minds, while shaping your own career.”

1. JOB TITLE

Assistant Librarian

2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: Academic Coordinator / Vice Principal / Principal

Supervises: Subject Teachers, Lab Assistants (if applicable), Academic Support Staff

3. JOB LOCATION / POSITION TYPE

Sohna, Gurugram

4. JOB PURPOSE / SUMMARY

We are looking for a detail-oriented and organized Assistant Librarian to support the efficient functioning of the school library. The candidate will assist in managing library resources, maintaining records, and creating a reading-friendly environment for students and staff.

5. ABOUT THE ORGANISATION:

Organisation Culture: At GD Goenka, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best. Guided by our THRIVE values (Trust, Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances high professional standards with a deep sense of belonging and care.

Collaboration, continuous learning, and recognition of contributions are central to our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka's organisational culture is not just about building great careers, but about shaping meaningful lives.

Vision : Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

Mission : We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence

Values :



Team Centric - We believe in the power of collaboration and shared success, where every achievement is a collective milestone. By fostering mutual support and a spirit of teamwork, we ensure that progress is a unified effort, strengthening our community and amplifying impact.

Harmonious - We remain adaptable yet grounded, creating an environment where diverse perspectives coexists in synergy. While embracing change, we stay true to our core values and heritage, ensuring that progress is achieved with integrity, balance and respect for our roots.

Resilient - Challenges are opportunities to grow. We persevere with agility, adaptability, and an indomitable spirit, turning setbacks into stepping stones towards our vision. With a mindset of continuous learning and improvement, we move forward with confidence & purpose.

Innovative - We boldly reimagine possibilities, pushing the boundaries of creativity and progress. By fostering a culture of curiosity and forward-thinking solutions, we shape the future, ensuring that we remain at the forefront of transformational change.

Versatile - We evolve with the times while staying true to our essence. Our ability to adapt and integrate new ideas without losing our identity empowers us to succeed in an ever-changing world. By balancing tradition with innovation, we remain relevant, dynamic, and impactful.

Empathetic - Integrity, respect, and inclusivity define our approach. We create a culture of trust and transparency, treating everyone with dignity and compassion. By fostering an environment where every individual feels valued and heard, we enable collective success and shared growth.

6. KEY RESPONSIBILITIES

The responsibility of the Subject Head would include, but are not limited to -

Academic Responsibilities:

- Assist in issuing and returning books and maintaining library records
- Organize and catalogue books, journals, and other learning resources
- Ensure proper arrangement and upkeep of library materials
- Help students and staff in locating books and reference materials
- Maintain discipline and a quiet study environment in the library
- Support library activities such as reading programs and events
- Manage inventory and report damaged or lost books
- Assist in digital record-keeping and library software usage

Administrative Responsibilities:

- Mentor and support subject teachers in pedagogical practices and professional growth.
- Conduct classroom observations and provide constructive feedback. ● Organize workshops, training, and peer-learning sessions for teachers.
- Ensure availability of teaching and learning resources, including textbooks, digital content, and lab equipment.
- Recommend procurement of new teaching aids, reference materials, and technology tools.
- Maintain an organized repository of departmental documents and lesson plans.

Community Engagement Responsibilities:

- Coordinate with other department heads and school leadership on cross-curricular projects and initiatives.
- Communicate effectively with parents regarding curriculum, student progress, and enrichment programs.
- Participate in academic committees, board meetings, and accreditation processes.

7. QUALIFICATIONS / REQUIREMENTS

- Graduate with a degree/diploma in Library Science preferred
- **4-7 years of relevant experience** in a school/academic library
- Basic computer knowledge and familiarity with library systems
- Good organizational and communication skills
- Attention to detail and ability to manage records efficiently

8. COMPETENCIES / SKILLS

- Organizational skills
- Record management
- Customer service orientation
- Attention to detail
- Team coordination