

## LIBRARIAN

**Minimum Qualifications:** A highly qualified candidate will be state certified as a school librarian and have completed a teacher preparation program/educational degree.

**Reports to:** Building Principal

### **Essential Job Function-Distinguishing Features of the Class:**

This position manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school's literary collection. The School Librarian will ensure that students and staff are effective users of ideas and information. They will empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. School Librarian will instill a love of learning in all students and ensure equitable access to information. They will collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness. They will provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.

### **Performance Responsibilities-Typical Work Activities:**

1. Follows and maintains knowledge of all District policies and procedures.
2. Knows and uses Dewey-Decimal System.
3. Catalogs and processes new books and equipment.
4. Repairs, covers and binds damaged books.
5. Screens, selects, orders, organizes and circulates all types of instructional material(s) and equipment.
6. Encourages staff and students to access library/media center and its resources.
7. Plans, develops and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
8. Evaluates continuously the media program and plans ahead for future growth and development with the building administration and teachers.
9. Supervises students during library visits.
10. Prepares materials as needed for instruction.
11. Processes check-ins and check-outs of books, periodicals, reference material, etc. to staff and students before, during and after school.
12. Coordinates and sets-up special events and book fairs in the library.
13. Works with students in groups or individuals in the development of media and computer skills through help with reference work, selection of books and online reference searches.
14. Maintains circulation records for library books, reference materials, periodicals and textbook depository.
15. Inventories, orders and stocks library supplies, as needed.
16. Maintains current records, tracking over-due and lost books, creating accounts for patrons and managing student library accounts.
17. Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.
18. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
19. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or student therein.
20. Professionally represents the school and the District in interactions with parents, staff and students and resolves conflict in a professional manner.

21. Maintains appropriate certifications and training hours as required.
22. Complies with applicable District, state, local and federal laws, rules and regulations.
23. Fosters a creative, flexible environment so that the school library is an essential part of the learning community.
24. Cooperates and networks with other libraries/agencies.
25. Promotes the ethical use of information: copyright, fair use, and licensing of intellectual property

**Terms of Employment:** 10 month employee

**Evaluation:** Performance is evaluated by the Building Principal

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

6/2014