

## **SCHOOL LIBRARIAN**

### **BASIC FUNCTION:**

Under the direction of the site principals, perform school librarian duties at assigned schools. Instruct students in selecting and using research materials and technology; plan, organize, coordinate, oversee, and provide library services in assigned school libraries; purchase and catalog books for library collection; process and circulate library books, materials, and equipment; process and shelve library materials; assist students, teachers, and staff in the selection of library materials and equipment; assure that students and teachers have access to library materials for classes, assignments, and recreational reading; provide introduction to the library and the technology within; train and provide work direction to assigned support staff and student workers.

### **REPRESENTATIVE DUTIES:**

Consult with site principals to determine the goals and objectives of the library program and to establish principles of operation.

Plan, schedule, coordinate, oversee, and provide library services independently in accordance with a variety of programs and assignments at assigned schools, supervised by the school principals.

Serve at and oversee a comprehensive high school and two middle school sites as per a calendar/schedule created in conjunction with the site principals.

Direct and train paraprofessionals and student helpers in the processing of books, technological operations, shelving, filing, library displays, and other research activities.

Provide access to information through acquiring and organizing diverse materials selected to represent a wide range of subjects, levels of difficulty, and formats, both traditional and electronic or multimedia.

Coordinate the selection, ordering, circulation, and inventory of library/media materials; direct the processing of new books, periodicals, and technological selections for the library; complete requisitions for the purchase of books, technology, publications, equipment, and other library materials.

Develop a library collection that supports the schools' curriculum and state content standards; coordinate book orders with teaching staff to provide publications which support core curriculum.

Design an accessible, efficient, and inviting facility for student learning.

Maintain an adequate system of records on all library/media materials.

Attend meetings and District in-services as requested.

Balance and maintain budget records for the library.

Process print, media, and materials for circulation.

Assist students in locating and selecting desired or needed books, periodicals, pamphlets, materials, or technology support.

Provide a print rich environment supported by technological opportunities for learning.

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Instruct students in library science, appropriate student behavior, and use of technology.

Oversee the selection, organization, and distribution of materials and equipment.

Maintain professional competence through participation in professional growth activities.

Notify teachers of newly-arrived books applicable to classroom topics or themes.

Collect and deposit monies for lost or damaged texts and issue replacements.

Coordinate periodic physical inventory of library books, materials, and equipment as applicable.

Assist teachers in the evaluation, selection, and use of materials; collaborate with teachers to instruct in information literacy

### **OTHER FUNCTIONS**

Perform other related duties as assigned.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to push, pull, and transport instructional and presentation materials.

Ability to process and shelve library materials.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Library science practices, procedures, and terminology.

Functions, operations, and maintenance of a middle school library.

Computerized reference materials and use of technology.

Library reference materials and sources.

Dewey Decimal system of classification.

Record keeping techniques.

Oral and written communications skills.

Interpersonal skills using tact, patience, and courtesy.

#### **ABILITY TO:**

Co-design and implement learning projects so that students learn how to locate, analyze, and responsibly use information and ideas.

Provide professional development, especially in the use of electronic and traditional information resources.

Support learning through both traditional and multimedia or electronic products.

Communicate effectively and to maintain cooperative relationships with administrators, students, staff, parents, and community members.

Work effectively with culturally diverse groups.

Use technology and software.

Meet schedules and timelines.

Manage student behavior effectively.

**CREDENTIAL:**

Must possess a valid California credential authorizing service as a school librarian.