

Qualifications:

Hold a degree in library science or a related educational field, or have a minimum of five years of library experience.

Successful experience in teaching desirable.

Criteria:

- Ability to work well with a variety of people
- Student-centered and caring; excited about teaching
- Good communication skills
- Flexible and positive
- Leadership skills
- Knowledge of curriculum, information problem-solving, resource-based learning and general education
- Knowledge of computers and other technologies
- Good organizational skills.
- Current in children's, young adult and adult literature
- Evidence of a strong academic background.

Job Goal: Develop and implement a library media program integrated with the classroom instructional program

Evaluation: Performance will be evaluated by the building principal in accordance with the provisions of evaluation program.

Responsibilities:

In the area of learning and teaching, the librarian shall:

1. Identify content appropriate for each grade level from the school's curriculum and teach to students. Instruction will be integrated with classroom activities whenever possible.
2. Assist with building curriculum development by participating in team planning and teaching, serving as a classroom resource person and providing instructional materials support.
3. Promote and assist staff and students in the use of a variety of resources.
4. Assist with student and staff projects.
5. Promote and support the appropriate use of technology by students and teachers
6. Provide reading guidance and encourage reading for both enjoyment and information.

7. Design instruction for diverse learning abilities, styles and needs and model and promote effective and creative teaching strategies.
8. Help student become independent users of information.
9. Provide in-service to teachers on emerging technologies.
10. Consult with parents on services of the library.

In the area of library administration, the librarian shall:

1. Design and implement a building library program, consistent with building and school system goals.
2. Coordinate daily operation of the building library.
3. Train and supervise library staff, student aides and volunteers.
4. Communicate library program goals clearly to building principal and staff.
5. Communicate with principal and/or administrator regarding program development and concerns.
6. Administer the building library budget.
7. Plan and manage the distribution and storage of all library materials and equipment to provide maximum access for faculty and students.
8. Provide flexible and convenient access to the library.
9. Organize and maintain records of acquisitions, holdings, circulation, etc., for hardware and materials inventory, maintenance, and access purposes, according to school policy.
10. Select materials (print and non-print) so that the collection is responsive to the needs of the students and teachers.
11. Insure that equipment is maintained and repaired as needed.
12. Establish a public relations program to inform the school of library program activities.
13. Encourage use of the library and its equipment and materials by students and teachers.
14. Participate in in-service meetings, committee work when needed.

Librarian Job Description

15. Remain current in the profession through professional reading, associations and conference attendance.

16. Establish a friendly, productive atmosphere in the library.