

JOB DESCRIPTION

Job Title: Librarian
Reports to: Head of School

Wage/Hour Status: Salary

QUALIFICATIONS

Education/Certification: Master's Degree, Texas Teacher Certificate, and one of the following certificates: Learning Resource Specialist Certificate or Learning Resource Endorsement, Provisional or Professional Librarian Certificate, or School Librarian Certificate

Special Knowledge/Skills: Computer knowledge required. Individual must have knowledge of library science and the ability to instruct and manage student behavior. Individual must possess strong organizational, communication, and interpersonal skills. Such alternatives to the above qualifications as the administration might find appropriate and acceptable.

Minimum Experience: Three (3) years teaching experience

Reports to: Head of School

Overview of Duties and Responsibilities: the Librarian is responsible for maintaining library standards, providing instruction and assistance in using library materials, selecting materials for purchase, and maintaining orderly records and supervising the circulation of materials.

Specific Duties and Responsibilities: United Day School librarian's duties and responsibilities are divided into the following four areas of professional skill and expertise:

- I. Library Program Management
- II. Curriculum Integration
- III. Library Learning Environment
- IV. Professional Growth and Responsibilities

1. LIBRARY PROGRAM MANAGEMENT

- a. Interacts effectively with students, staff, and community to develop positive attitudes toward the school library program.
 - i. Demonstrates interaction that is positive, personal, professional, and productive.
 - ii. Demonstrates proficiency in verbal and nonverbal communication skills.
- b. Demonstrates skill in collection development and maintenance.
 - i. Selects, through an in-depth knowledge, a complete range of educational and informational resources that reflect the goals, needs, and priorities of the curriculum and instructional program.
 - ii. Uses professionally approved selection tools when selecting library resources in accordance with the American Association of School Librarians (AASL), the Texas Education Agency (TEA), and local School Board policies.
 - iii. Solicits and utilizes educator/student input when selecting library resources.
 - iv. Maintains a current and balanced collection of resources appropriate for all grade levels.
 - v. Promotes the use of library resources
 - vi. Demonstrates collaboration with teachers and other educational institutions.
- c. Facilitates processing and arrangement of resources according to effective library practices.
 - i. Organizes and arranges library resources for ready access by all users.
 - ii. Maintains an accurate computer catalog system.
 - iii. Supervises the dissemination of library resources in a timely manner.
- d. Prepares reports and maintains accurate records as required by administrative regulation and district policy.

- i. Addresses priorities and completes tasks and obligations by practicing time management skills effectively.
 - ii. Completes and submits required communications accurately and on time.
 - iii. Maintains systematic records and data to document program efficiency and collection usage or the purpose of program evaluation and development.
- e. Administers library budget allocations effectively and efficiently according to priorities of the instructional program and established district business practices.
 - i. Compiles and correctly prepares orders for library resources.
 - ii. Expends budget allocations within established timelines.
 - iii. Manages library revenues at the building level in accordance with school policy.
 - iv. Actively pursues alternative funding for library resources: birthday book club, Women's City Club, federal funds and any other source.
- f. Oversees utilization, distribution, and maintenance of library resources and equipment.
 - i. Schedules and circulates library resources.
 - ii. Provides for timely repair and maintenance of library resources and equipment.
 - iii. Continuously evaluates library resources and equipment and effectively communicates needs of the building to administrators.

2. CURRICULUM INTEGRATION

- a. General performance responsibilities:
 - i. Instructs staff and students in the utilization of instructional and information technology.
 - ii. Integrates the teaching of library skills and the use of technology with the instructional program.
 - iii. Provides resources and activities that contribute to lifelong learning.
- b. Duties
 - i. Plans and implements a student-centered instructional program in collaboration with teachers that meets individual needs and learning styles of students.
 - ii. Utilizes effective teaching practices through a variety of methods, techniques, and approaches.
 - iii. Assists students in the development of effective work and study skills for life long learning.
 - iv. Instructs staff in the availability and utilization of all library equipment, materials, and resources.
 - v. Set up the AR Program and maintain it throughout the school year
 - vi. Serves as an information specialist for staff and students.

3. LIBRARY LEARNING ENVIRONMENT

- a. Provides opportunities for students and teachers to participate actively and successfully in a library environment.
 - i. Uses flexible access in scheduling to meet the needs of students and staff.
 - ii. Provides for effective utilization of library space and resources.
 - iii. Organizes and implements activities to produce a smooth flow and create a minimum of confusion.
 - iv. Instructs, in a friendly manner, students in the use of library resources.
- b. Opens the library, for the benefit of students and staff, before and after school, during and between classes and throughout lunch.
 - i. Maintains library operating hours consistent with school policy.
 - ii. Encourages student use of the library at point of need.
 - iii. Develops a flexible schedule that allows for the many functions of the library including instruction, management of resources, other assignments, and optimum use of the library.
 - iv. Collaborates with teachers in planning use of resources.
 - v. Encourages teachers to schedule small groups and the entire class to fit curriculum needs.

- c. Schedules and/or assigns library duties for library clerks, student assistants and volunteers to receive maximum benefit from their time.
 - i. Organizes and efficiently directs clerical and housekeeping tasks for library clerks, student assistants, and volunteers.
 - ii. Provides opportunities for the development of leadership and cooperation among student assistants.
 - iii. Creates opportunities to express appreciation to student assistants and volunteers for their efforts in contributing to the goals of the library.
- d. Creates enthusiasm for books through reading motivation activities such as book talks, book reviews, reading aloud, and displays.
 - i. Changes library displays as needed.
 - ii. Periodically schedules classes for book reviews, motivational speakers, storytelling and "read aloud" experiences according to the age of the students.
- e. Publicizes services of the library media center and encourages use of its resources.
 - i. Communicates information of new resources/services and enthusiastically encourages library use by students, staff and parents.
 - ii. Demonstrates a warm, positive, and supportive attitude in working with both staff and students.
 - iii. Instructs staff in use of resources and equipment.
- f. Creates an attractive environment that is conducive to learning.
 - i. Provides exhibits and/or displays reflecting changing themes that encourage use of library resources.
 - ii. Decorates and arranges the library in ways which reinforce learning.
 - iii. Refers students to current bulletin boards, exhibits, interest centers, newspapers, periodicals, books and other selected sources for information.
 - iv. Encourages students to expand their interests through the display of artifacts, highlighting books on a variety of topics, or discussing current issues.
- g. Arranges resources, equipment and furnishing for optimum and diverse use by students and staff.
 - i. Arranges furniture to facilitate accomplishment of instructional objectives.
 - ii. Ensures that the library is not distracting to students because of clutter.
 - iii. Ensures that the facility provides a barrier-free learning environment and unimpeded physical access for all users.
 - iv. Ensures that library has build-in flexibility so that changing needs and new information-handling technologies can be accommodated.
- h. Promotes a relaxed, orderly atmosphere and a noise level conducive to student learning and positive interaction.
 - i. Uses appropriate voice level within the instructional setting.
 - ii. Informs students of the necessary rules and procedures for the library.
 - iii. Employs consistent procedures and guidelines for the library.
 - iv. Displays confidence in managing students.
 - v. Provides a healthy and safe work environment for students.
 - vi. Maintains an environment in which students are actively involved, working on task.
 - vii. Has successfully implemented a positive self-discipline program among students.
- i. Creates an attractive environment that is conducive to learning.
 - i. Sets an example of and encourages socially acceptable behavior, e.g. dress, correct usage of language, manners.
 - ii. Assists students in accepting responsibility for their actions.
 - iii. Requires students to adhere to the school's code of conduct and corrects any student whose behavior is inconsistent with the school's expectations; disciplines students privately when appropriate.
 - iv. Implements a system of library management conducive to a learning environment.
 - v. Mandates proper respect from students yet does not diminish the use of the library and its resources.
 - vi. Shows evidence that positive verbal/nonverbal recognition is given to students when appropriate.
 - vii. Evidences functional understanding of the culture in which the students live.

4. PROFESSIONAL GROWTH AND RESPONSIBILITIES

- a. Supports and carries out School Board policies, administrative regulations, rules, and instructions of administrative supervisors.
 - i. Complies with school policies, operating procedures and requirements.
 - ii. Reviews and helps to develop policies which affect library services.
 - iii. Maintains a record of attendance and punctuality that contributes to an efficient library media program.
 - iv. Keeps the head of school informed concerning library needs.
- b. Willingly accepts and performs duties assigned by the administration.
 - i. Follows the building schedule and the administrator's directions for activities such as testing, assemblies, special classes, faculty meetings, and committee meetings.
 - ii. Performs assigned duties related to job description.
 - iii. Accepts responsibility for various committee assignments.
 - iv. Attends staff development sessions.
 - v. Demonstrates a commitment to the education profession by maintaining knowledge of trends and involvement with professional organizations.
- c. Is aware of district, state and national library standards.
 - i. Informs administrators of changes in standards.
 - ii. Sets goals for improving the library program based on self-evaluation of campus library program and comparison with standards.
 - iii. Participates in surveys that may be used to improve library programs.