

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;

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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

