

# LIBRARY PERSONNEL DESCRIPTIONS

Library Monitoring Rubric - Section 2.1

Librarian Growth Rubric - Domain V

School Library Guide - Section 2.2 and 6.1



## JOB SUMMARY

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.

## QUALIFICATIONS

- Bachelor's degree (B.A.) or equivalent from four-year college or university or equivalent. Master's degree (M.S. in Library Media or a (M.L.S.) Masters of Library Science) or equivalent strongly preferred. Prior successful experience working in a library or school setting and teaching students strongly preferred.
- A highly qualified candidate will also hold appropriate state certification as a school librarian and have completed a teacher preparation program and/or educational degree.
- General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to provide basic computer, A/V equipment and hardware troubleshooting. Ability to proficiently use the following programs strongly preferred: MS Word, MS Excel, Google Documents, and MS Outlook. Ability to type accurately and proficiently.
- Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students. Possesses knowledge of effective behavior management methods. Ability to meet timelines and exercise good judgment while working in a dynamic environment.

## REPORTS TO

School library supervisor/department head (in a large district) and building principal

## SUPERVISES

Paraprofessional(s) who comprise the school library staff, and, if applicable, volunteers and student assistants

## JOB GOALS

- To ensure that students and staff are effective users of ideas and information
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- To instill a love of learning in all students and ensure equitable access to information

- To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- To provide the leadership and expertise necessary to ensure that the school library program (SLP) 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

## **ROLES AND RESPONSIBILITIES**

### Management

- Providing a welcoming and respectful climate in the school library.
- Developing a vision, a mission, and goals (both long and short range) for the school library program with input from administrators, teachers, and students.
- Developing a scheduling policy which provides open and flexible access for all students and teachers.
- Ensuring that students have access to the library for class-related research, individual investigation, independent reading, and personal inquiry.
- Working with the technology coordinator to implement the technology plan for the school.
- Working with technology personnel to maintain working and up-to-date computers, Internet access, and other technology peripherals.
- Establishing budget priorities based on assessment of needs, status of library collection, technology needed, library plan for improvement, input from the library advisory committee, and industry trends.
- Maintaining budget and expenditure records proficiently.
- Maintaining fair and consistent circulation and use policies.
- Developing a policies and procedures manual for the library that is approved by the local board of education.
- Documenting, reporting, and maintaining records showing the use of library resources.

### Organization and Maintenance

- Providing access to a balanced, up-to-date collection of both print/non-print and digital formats materials, including technology, that meet the needs of students and teachers.
- Establishing, maintaining, and updating an automated catalog and organizing the collection using the Dewey Decimal System or other standard library classification system.
- Arranging the library for a variety of uses by large groups, small groups, and individuals.
- Managing the library staff and volunteers.
- Providing professional development for teachers and administrators based on assessed needs to demonstrate how technology and information skills can be used to support the curriculum and instruction.

### Instructional Consultant

- Providing orientation and instruction for students and faculty in the use of the library's materials and equipment.
- Collaborating with teachers to plan and implement instructional units integrating the resources of the library with the classroom curriculum.
- Providing instruction and resources to reach diverse student needs.
- Encouraging reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials.
- Developing and implementing reading initiatives to motivate and engage each student in independent reading.
- Collaborating with teachers to integrate inquiry, 21<sup>st</sup> Century Learning Standards, and technology skills into the school curriculum.
- Having knowledge of state and school-wide test results with respect to proficiency in library and Information literacy skills.
- Implementing the use of technology into the school library program management and instruction.
- Participating in school curriculum planning meetings.
- Providing professional development to faculty/staff on the use of new and emerging technologies and instructional resources to enhance teaching and learning.

### Communication

- Communicating regularly with administrators, teachers, students, and parents about library resources and programs in various forms (e.g., staff meetings, newsletters, student newspaper, displays, web page).
- Promoting use of the library to students, teachers, and parents to ensure that the library is a vital and active center of learning for the entire school community.
- Developing an ongoing advocacy program for the library.
- Working collaboratively with parent organizations and community partners in planning and implementing special projects and seeking outside funding.

### Professional Growth

- Attending local, state, and national professional development workshops and meetings geared to school librarians.
- Reading professional library journals to stay abreast of outstanding print and digital formatted materials and current trends in school library programs.
- Staying current on the latest technologies and their use for teaching and learning.

## **LIBRARY ASSISTANT JOB DESCRIPTION**

- Helping to promote a positive relationship with library patrons.
- Helping maintain an attractive and inviting environment.
- Performing routine clerical and technical tasks as needed such as processing new materials, preparing overdue notices, maintaining circulation statistics.
- Assisting in the management and circulation of library materials.
- Assisting in the preparation of instructional materials, exhibits, and other displays.
- Helping students and teachers locate materials.
- Sorting books, publications and other items according to procedure and returning them to shelves or other designated storage areas.
- Assisting with the library's annual inventory.
- Helping train and supervise student assistants and adult volunteers as requested by the librarian.
- Reporting directly to the librarian.

## **STUDENT WORKER AND ADULT VOLUNTEER JOB DESCRIPTION**

- Assisting the librarian and library assistant in providing service to patrons.
- Assisting in the preparation of instructional materials, exhibits, and other displays.
- Helping students and teachers locate materials.
- Sorting books, publications, and other items according to procedure and returning them to shelves or other designated storage areas.
- Assisting with the library's annual inventory.
- Reporting directly to the librarian.