



Job Description Librarian

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 185 Days

Experience Required: Two (2) years of responsible work in a library.

Minimum Education Requirements: Bachelor's Degree in a job-related field.

Department: Media Personnel.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Valid Missouri Teaching Certificate, Librarian Certification.

Job Summary: Responsible for acquiring, organizing, managing and distributing age appropriate library resources for students and teachers.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist teachers, students, and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Evaluate books, and/or periodicals for retention within collection.
- Instruct students on research techniques, use of resources, and book club lessons to improve success in academics.
- Maintain material inventory of books, library hardware/software, and media equipment.
- Monitor student activities to ensure a safe environment conducive to learning.
- Operate a variety of media production equipment and applications.
- Perform circulation activities to ensure the location and availability of items in the collection.
- Prepare manual and electronic documents and reports.
- Process library books, periodicals, software and related media materials.
- Respond to inquiries of students, staff, parents.
- Participate in unit meetings, in-service training, workshops.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Current library practices and resources for end users.
- Library systems and computer applications and internet operations.
- Educational best practices of content, instructional strategies, and assessments.

Skills

- Strong written and oral communications and relational skills.



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- Presentation skills.
- Teamworking and management skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Work with data utilizing defined but different processes.
- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Prepare and maintain accurate records.
- Work with a wide diversity of individuals.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date