

## **Lower and Intermediate School Librarian Job Description and Responsibilities**

### ***Reports To:***

Directly responsible to the Library Director.

Also responsible to Lower and Intermediate Division Directors.

### ***Qualifications:***

The Lower/Intermediate School Librarian will be supportive of the school and the library and their missions; will hold a MLS or its equivalent; will be technologically-literate; will exhibit good people skills; will understand the school librarian's role as teacher; will possess the ability to take on necessary discipline functions and will exhibit a fair and unbiased attitude in that role; and will have an interest in continuing professional growth.

### ***Responsibilities:***

The Campus Center Librarian is responsible for the Campus Center Library, serving students from age three through grade six and is open daily 7:45am-3:30pm. This faculty member is responsible for evaluating, selecting, organizing, and managing library resources; teaching library and technology classes to students; providing teachers with materials that support their instructional goals; assisting in media productions; and instructing students in the location and use of information resources.

### ***Performance Responsibilities:***

- Keep the Library Director informed of library programs, policies, and activities within his/her area of responsibility through meetings and periodic evaluations of the library programs, materials, and equipment.
- Design and implement the library media course of study for students ranging from age three through grade six.
- Foster a climate that will encourage students and teachers to take full advantage of the library and its resources by communicating effectively with students, faculty, and parents.
- Continue to develop the library program, working cooperatively with the Library Director, the Director of Technology, the Lower and Intermediate School division directors, and grade-level teachers.
- Work on committees and instructional groups as necessary and complete other school-related duties as assigned.
- Cooperate with other local school libraries and public library systems.
- Continue to acquire knowledge through training, academic courses, and membership in professional organizations.

### ***Administrative Responsibilities:***

- Select and maintain all print and electronic materials necessary for a viable library collection.
- Label and administer Fountas and Pinnell books and offer student literacy assessments.
- Train all library aides and volunteers in the areas for which they will be responsible.
- Manage the budget of the Campus Center Library.
- Develop and evaluate the scope and sequence of the library program.
- Design functional library arrangements and displays.

### ***Educational Responsibilities:***

- Teach appropriate use of library resources through weekly library classes.
- Offer reference services to students and faculty.
- Model a love of reading and lead the Sunshine Readers' group and Battle of the Books competition.
- Manage a collection of print and electronic materials appropriate to the educational program and student needs.
- Provide materials for faculty professional development.
- Serve as resource consultant on curriculum to provide coordinated and cooperative student programming.

***Technical Responsibilities:***

- Teach weekly lower school technology classes and a thrice-a-week 6<sup>th</sup> grade technology class.
- Establish efficient acquisition and processing procedures using the Follett Destiny catalog system.
- Manage the MISBO Overdrive electronic book collection records.
- Compile essential records and statistics of library operations.
- Assure easy access to an up-to-date print and electronic collection.
- Demonstrate competency using various technological devices and software programs.
- Provide basic technical support for student and teacher questions.

***Candidates:***

Candidates interested in this position should send their cover letter and resume to Christina Pommer, Library Director at elective [cpommer@saintstephens.org](mailto:cpommer@saintstephens.org).