

TITLE: LIBRARIAN (FLSA EXEMPT)

Domains and Components will be used for librarian evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the St. Tammany Parish Public School System's accountability measures as outlined in the Louisiana Accountability System.

OVERVIEW OF THE POSITION: To plan and implement a program which creates an environment where students can learn and develop optimally. To assume responsibility for the design and evaluation of the school library. To assume leadership in directing the use of the school library by students and teachers. To administer policies and procedures necessary to maintain an adequate school library. To initiate library practices designed to promote the success and well-being of students. To develop and implement a program of effective community relationships with the library and related services.

Domain 1: Planning and Preparation- 1C-Setting Instructional Outcomes

- The librarian values, sequences and aligns curriculum enabling students to build their understanding of important ideas from concept to concept.
- The librarian designs and structures lessons so that learner outcomes are at an appropriate cognitive level.
- The librarian writes and plans multi-disciplinary outcomes for student learning, not student activity.
- The librarian differentiates outcomes and instruction for students of varied abilities.
- The librarian creates and/or uses a variety of assessment tools that are curriculum-aligned and challenging.

Domain 2: The Classroom Environment- 2C-Managing Classroom Procedures

- The librarian helps students to develop skills to work purposefully and cooperatively in groups.
- The librarian facilitates lessons that engage students in different types of activities-large groups, small groups and independent work.
- The librarian ensures smooth functioning of all routines and maximizes instructional time.

Domain 3: Instruction-3B-Questioning and Discussion Techniques

- The librarian develops and presents questions that cause students to think and reflect; resulting in a deeper understanding of the topic.
- The librarian promotes learning through discussion.
- The librarian uses a range of techniques to ensure that all students contribute to the discussion and enlists the assistance of students to ensure this outcome.

Domain 3: Instruction-3C-Engaging Students in Learning

- The librarian facilitates activities and assignments that promote learning and are aligned with the goals of the lesson.
- The librarian groups students for instruction in a variety of ways using factors such as similar backgrounds, ability levels, as well as random groupings.
- The librarian selects instructional materials suited to engaging students in understanding and learning at a deeper level.
- The librarian delivers lessons that are appropriately structured and paced.

Domain 3: Instruction-3D-Using Assessment in Instruction

- The librarian aligns assessment to the curriculum.
- The librarian informs students of the criteria for assessment.
- The librarian monitors student learning using a variety of techniques.
- The librarian provides valuable feedback in a timely, constructive and substantive manner.
- The librarian promotes student self-assessment and student self-monitoring of their progress.

Professionalism Competency – The librarian contributes to achieving the school's mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.

- The librarian engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The librarian collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

Other duties as assigned by the principal.

Minimum Qualifications: United States citizen or authorized alien; those requirements as outlined in Louisiana Bulletin 746. (Louisiana Standards of State Certification of School Personnel) Physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 9 months

Reports to: School Principal and/or Assistant Principal

Supervises: Assigned students

Salary Range: See adopted St. Tammany Parish Salary Schedules

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the teacher competencies and standards and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number (MUNIS ID #): _____ **Date:** _____

Signature of Evaluator(s) _____

Original - Human Resources Department

Copy- Supervisor

Copy- Employee