

TITLE: Librarian

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Principal

SUPERVISES: Library Aides

JOB GOAL: To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Evaluates, selects, and requisitions new library materials.
2. Assists teachers in the selection of books and other instructional materials.
3. Informs teachers and other staff members concerning new materials the library acquires.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
5. Arranges for interlibrary loan of materials of interest or use to teachers.
6. Works with teachers in planning those assignments likely to lead to extended use of library resources.
7. Promotes appropriate conduct of students using library facilities.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
9. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.
10. Participates at curriculum meetings.

(Overleaf)

11. CounseIs with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
12. Arranges frequently-changing book-related displays and exhibits likely to interest the library's patrons.
13. Prepares and administers the library budget.
14. Supervises library aides in the performance of their duties.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary and work year to be according to current schedule.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)