

LIBRARIAN

Definition:

Under the direction of the Principal, develops and maintains a media program to provide for and complement the curriculum needs of the school.

Qualifications:

Credential

Librarian Credential

Typical Duties and Responsibilities:

- ❖ Prepares and administers a budget to maintain a library collection to update reference materials, make new acquisitions in multi-media to supplement the curriculum and to provide for individual interests.
- ❖ Provides orientation instruction to groups of students of types of materials available and how to find and utilize those materials.
- ❖ Through group and individual contact, works with students to develop effective thinking and cultivate useful work habits and study skills; provides the opportunity for the exploration of a wide range of significant interest.
- ❖ Provides a professional collection of materials.
- ❖ Prepares bibliographies on subjects requested incorporating the use of all possible media to suffice group or individual needs.
- ❖ Assists the teacher in locating materials and suggesting means of utilizing all media in preparation of units of study.
- ❖ Participates as a functioning member of curriculum committees.
- ❖ Supervises the ordering and processing of all materials.
- ❖ Maintains necessary records.
- ❖ Recruits, trains, and supervises student library assistants.
- ❖ Supervises and evaluates para-professionals and clerical staff members in the center and assists administration in the selection of new personnel for the media center.
- ❖ Compiles and prepares material for reports in progress to the principal and/or District administration, as requested.

Board Approved: 1/09/73