

**ST. MARY PARISH PUBLIC SCHOOLS
LIBRARIAN JOB DESCRIPTION**

POSITION: School Librarian

REPORTS TO: Principal and Assigned District Supervisor

TERMS OF EMPLOYMENT: 9-Month (182 Days)

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 112/2252

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: The school librarian must hold a valid Louisiana Teaching Certificate and hold Louisiana certification in Library Science.

METHOD OF EVALUATION Louisiana Components of Effective Teaching

School Librarians are expected to present lessons and/or teach classes as directed by principal or principal's designee.

The school librarian is expected to meet minimal teaching performance standards, Louisiana Components of Effective Teaching (LCET), as approved by BESE in Bulletin 130, inclusive of the responsibility for growth in student learning.

PERFORMANCE RESPONSIBILITIES:

1. Fulfill all duties traditionally expected of those in the library media specialist profession.
2. Create a library media program learning environment that
 - a. Supports the mission and goals of the district and school and promotes development and skills and attitudes that prepare students for lifelong learning.
 - b. Encourages the widest possible use of resources and active participation in the learning process.
 - c. Includes resources of different formats and levels to meet the diverse, basic learning styles and abilities of students to encourage high levels of achievement by all students.
3. Adapt methods to accommodate the range and diversity of student needs.
4. Facilitate the acquisition and growth in information and technological literacy skills.
5. The school library program shall be conducted in accordance with federal, state, and district policies.
6. Provide extra assistance, support, and instruction as needed.
7. Provide regular whole class instruction in the retrieval and use of resources, supplemented by frequent individual assistance
8. Collaborate with teachers on a regular basis, developing lessons or units from the Louisiana State Standards that integrate information literacy skills into the curriculum.
9. Include all members of the learning community so that they frequently utilize the resources and services of the library media program.
10. Seek opportunities to present staff development for teachers.
11. Host school-wide events to encourage and motivate students to read as directed by Principal.
12. Provide a balanced collection of print, non-print, and electronic resources that support the Louisiana State Standards and reflect an appreciation of diversity and recognition of different ways of learning, and promote independent reading and learning, and technologies for accessing and producing information. Maintain a collection that:
 - a. Meets, and in some areas, exceeds the basic collection guidelines including text for emergent readers, ESL, and students from diverse cultures.
 - b. Is weeded regularly.
 - c. Is organized in a manner so students, without assistance from the media specialist, are able to locate books that are the appropriate reading level and of interest to the student.
 - d. Is responsive to and generally meets the curricular and information needs and reading interests of students and teachers.
 - e. Includes some multimedia and electronic resources and Internet access.
 - f. Allows students to check out multiple books from the library media center.
13. Use standard professional selection aids and other professional recommendations to select suitable materials according to local and state guidelines.
 - a. Base purchasing priorities on student and teacher needs and available funding.
 - b. Utilize standard procedures to process, catalog, circulate, maintain, inventory, and weed the collection.
 - c. Inform students and staff about available resources.
14. Arrange the facility to accommodate flexible access by classes and individual students, perform the basic functions of an effective library media program, provide a climate conducive to learning, and provide access to information and resources within the school, community, and across global networks.
 - a. Arrange furniture and equipment, regardless of space, to encourage simultaneous use by one or more classes, small groups, or individuals.
 - b. Arrange the space to accommodate reading, viewing, production, and communication activities as well as library circulation and management tasks.
 - c. Arrange shelving to accommodate growth.
 - d. Utilize appropriate furniture.

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- e. Provide a storytelling area (elementary schools only).
 - f. Ensure the library media center is neat and well organized.
 - g. Use various methods of display, furniture selection, and room treatment to establish a pleasant atmosphere of welcome and productivity.
 - h. Ensure the library media center is easily accessible by persons with disabilities.
15. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
 16. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
 17. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
 18. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
 19. Perform various administrative duties in service of effective school operation as assigned, including but not limited to the following:
 - a. Oversee parent/family communications (e.g., newsletters, social media accounts, Remind).
 - b. Supervise students in assigned settings as needed.
 - c. Manage physical inventory for assigned location or staff.
 20. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student data, physical inventory management, and classroom schedules.
 21. Supply adequate lesson plans, seating charts, class rosters, and other essential information for substitutes in the event of absence from work, if applicable.
 22. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, leadership planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
 23. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
 24. Provide leadership, supervision, and support for students' extracurricular activities in assigned student organization or club including but not limited to:
 - a. Attend all events which students attend as an official club function, including but not limited to local, regional, state, and national conferences and competitions.
 - b. Ensure plans for all club functions conform to school and district policy.
 - c. Enforce the applicable student dress code at all official club functions.
 - d. Safeguard and accurately account for all monies advanced by or received from students, parents, the school, or other persons, including vendors and donors, in accordance with the rules of his/her school and the policies of the Board.
 - e. Properly document and maintain receipts evidencing all monies collected and/or spent in accordance with the rules of his/her school and the Board.
 - f. Be present and on time for all official club functions and transportation to and from events as assigned by the School Principal.
 - g. Comply with all state and national governing board rules, where applicable.
 - h. Maintain equipment and facilities related to assigned club or organization.
 25. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events no more than six times per school year, and after-school athletic and special events duty as assigned not to exceed fifteen events per school year.
 26. Provide educational services through virtual learning or other electronic means when necessary.
 27. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

ADDITIONAL RESPONSIBILITIES

PROFESSIONALISM: The school librarian is required to maintain a high standard of professionalism.

- Designs, collects, and maintains student data through accurate, legible, and current record-keeping.
- Analyzes student data to affect instruction and learning.
- Accepts and uses constructive feedback to improve performance.
- Completes assigned tasks, reports, and documents accurately according to specified timelines and expectations.
- Follows directives as assigned by principal, principal designee, and/or supervisor.
- Reports to work on time following district attendance policy and submits to additional hours when deemed necessary.
- Maintains confidentiality and demonstrates positivity in words and actions as a representative of the school and district.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Demonstrate competence in areas of responsibility.
- Exert every effort to constructively involve stakeholders in all professional settings.

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- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Adhere to federal, state, district, and school policies, procedures, guidelines, and regulations.
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- Adhere to ethical, legal and professional standards.

LIBRARY DUTIES

- Collaborate with administrators in utilization of library and budget allocations.
- Order, process, and organize library collection to facilitate student and teacher needs and accessibility.
- Organize available time to prioritize effective usage of library for students and teachers.
- Promote and coordinates the use of available technology and audio-visual resources.
- Extract obsolete and worn material from library collection according to district and state guidelines.
- Collaborate with teachers in selecting and using materials to enhance teaching.
- Encourage teacher and student use of the library.
- Maintain current school library inventory, updating annually.
- Recruit, train, and supervise student assistants and volunteers.
- Stay knowledgeable about technological innovations and modern library advancements.
- Submit required reports to designated central office personnel according to specified timelines and expectations.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the employee will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee may be exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____