

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: DISTRICT LIBRARIAN

JOB GOAL: The District Librarian is assigned to work with principals, teachers, other staff and parents at all schools to develop, implement, monitor, and evaluate the library and instructional media program so that all students will be supported in learning the District's academic standards.

QUALIFICATIONS

Knowledge of:

1. State curriculum frameworks and textbook adoption procedures.
2. Management of textbook/instructional media circulation (both print and digital)
3. District organization, operations, policies and objectives.
4. Interpersonal skills using tact, patience, and courtesy.
5. Oral and written communication skills.
6. Effective public speaking techniques.
7. Personal computer equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
8. Safety rules and regulations for this position.

Ability to:

1. Be a productive and active team member.
2. Effectively supervise a variety of personalities.
3. Make accurate and timely decisions.
4. Work cooperatively with diverse groups of people.
5. Calculate long-range planning.
6. Learn and implement Board Policies and district procedures in assigned functions.
7. Effectively plan for and deal with change.
8. Understand and carry out verbal and written instructions.
9. Establish and meet deadlines.
10. Communicate effectively in both oral and written form.
11. Work both collaboratively and independently.
12. Present and maintain a pleasant appearance and demeanor.
13. Perform the job functions in the job description.
14. Use computer and related software programs
15. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
16. Establish and maintain effective working relationships with those contacted in the performance of required duties (inclusive of community volunteers).

REPORTS TO: Assistant Superintendent, Education Services or designee.

ESSENTIAL FUNCTIONS

1. Initiates the preparation and coordination of the annual district-wide media services operating budget and coordinates the administration of the adopted budget.
2. Sets guidelines and criteria for coordinated purchasing of new educational materials.
3. Consults on the selection and acquisition of books, materials, and resources.
4. Maintains overall supervision of a comprehensive, efficient, and coordinated system for classifying and cataloging all media in the district's media learning centers.
5. Reviews continually the collections in each media center and attempts to balance them according to the individual center's needs.
6. Assumes responsibility for long-range planning for the district's total media services.
7. Coordinates the preparation of library-related grant proposals.
8. Provides input as needed in the evaluation of site library personnel.
9. Plans and conducts regularly scheduled meetings and in-service education workshops for library technicians.
10. Cooperates with individual school site library technicians in arranging for frequently changing displays, exhibits, and similar motivational devices in individual school site media learning centers and other appropriate displays.
11. Establishes common library procedures that standardize the operation of media centers throughout the district.
12. Provide direction for the integration of technological innovations into library/media programs throughout the District.
13. Assists in the textbook/instructional materials selection and adoption cycle by coordinating publisher representative contacts and sample instructional media.
14. Assist the site and District administration in the analysis and planning for present and future needs of the textbook/instructional media and library system.
15. Coordinates the disposal of obsolete instructional materials.
16. Maintains a list of District-adopted instructional materials, coordinates the ordering of textbooks/instructional media and monitors state and federal compliance mandates.
17. Participate actively in library and other educational and professional associations on the local, regional, and when appropriate, state and national level.
18. Participate in classroom planning, reporting and culminating activities to build the librarian's knowledge and understanding of class needs, interests and abilities.
19. Prepares a detailed annual report for the superintendent and board of education covering growth of the collections and programs offered, plans for development, and comparisons of the district's media centers and media services with state and national norms and standards.
20. Keep informed of curricular needs and trends as they relate to library/media services and provide resources, as needed.
21. Assumes responsibility for personal professional growth and development by keeping current with the literature and new research findings as well as by attending appropriate professional meetings and conventions.
22. Provide in-service education to staff on the use of library/instructional materials and technology.
23. Instruct students, support staff and faculty in the use of technology and informational literacy
24. Promote ethical use of print and digital content and resources.
25. Performs other duties as assigned.

OTHER FUNCTIONS

1. Provides in-service at school sites that request programs related to the knowledge, duties, and skills required in the position.
2. Serve on committees related to library/media and curriculum materials selection, as appropriate.
3. Facilitate communication between federal, state and county agencies with the District.
4. Provide program information and guidance to site and District office personnel and to the Governing Board.
5. Practice and model effective management principals

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to sustain strenuous manual labor for two (2) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: This position is a year-to-year position, subject to program funding, and would cease should funds become unavailable, or program priorities change; Certificated salary schedule, 185-day work year; Bargaining unit member.

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Certificated Teachers.

Approved by: Board of Education

Date: 4/23/15

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS
A TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN EQUAL OPPORTUNITY EMPLOYER**