BARNESVILLE ELEMENTARY SCHOOL

Library Media Center Coordinator

Supporting reading, library learning, and resources for elementary students and staff.

The Library Media Center Coordinator manages Barnesville Elementary School's library, delivers grade-level library lessons, and promotes student reading. Duties include maintaining the collection and displays, coordinating with the Northern Lights Library Network, supporting reading activities, and organizing the annual Book Fair.

Position at a Glance

EMPLOYMENT Paraprofessional category | Schedule as assigned	**REPORTS TO** Elementary School Principal
WORK SETTING Barnesville Elementary School	**COORDINATES WITH** Teachers, Principal, and library network
WRITTEN AND REVISED Fall 2026	**JOB EVALUATION DATE** TBD

Role Focus

25%	**LIBRARY OPERATIONS** | Circulation, student lists, library space, and displays
25%	**LIBRARY LESSONS AND READING** | Library lessons, read-alouds, and school themes
15%	**COLLECTION DEVELOPMENT** | Book selection, orders, supplies, and collection care
15%	**READING PROGRAMS AND PROMOTION** | Reading activities, teacher collaboration, and program support
15%	**ANNUAL BOOK FAIR** | Annual fundraiser planning, setup, and records
5%	**LIBRARY NETWORK AND COLLABORATION** | Network coordination, staff support, and training

Percentages are estimates for review; actual duties vary with student needs and assignments.

Qualification Snapshot

This classified support position is in the paraprofessional employment category.

EDUCATION	EXPERIENCE	KNOWLEDGE
High school diploma required.	Experience in library operations, elementary schools, or work with children preferred; event planning experience helpful.	Library circulation, children's literature, lesson planning, student records, technology, and routine purchasing.

Core Capabilities

- Creates an organized and welcoming library.
- Plans engaging lessons and grade-level read-alouds.
- Maintains accurate student and circulation records.
- Works effectively with students, staff, and volunteers.
- Organizes purchases, displays, and school events.
- Communicates clearly and protects confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

01 Library Operations — 25%

Library organization, circulation, student records, and displays

- Maintains an organized, welcoming library media center that supports reading, learning, and appropriate use by students and staff.
- Checks books and magazines in and out, maintains accurate circulation records, and assists students and staff with locating materials.
- Enters new students in the library system and creates and updates class lists, coordinating enrollment changes with school office staff.
- Shelves returned materials, keeps books and magazines in order, and maintains access to library resources and equipment.
- Maintains the library and two display cases with timely, age-appropriate displays that highlight books, student interests, and school activities.
- Follows district procedures for overdue, lost, or damaged materials and communicates concerns to the appropriate students, staff, or families.

02 Library Lessons and Reading — 25%

Grade-level lessons, read-alouds, resource use, and student engagement

- Creates and delivers library lessons suited to elementary grade levels and assigned responsibilities, in coordination with teachers and the Principal.
- Selects books to read to elementary grade levels, considering student interests, developmental needs, learning goals, and district selection guidelines.
- Develops lessons and reading activities connected to school events and themes, including Red Ribbon Week, Unity Day, and Read Across America.
- Helps students learn library routines, book care, how to locate materials, and appropriate use of print and digital resources.
- Uses read-alouds, discussion, book recommendations, and related activities to encourage reading enjoyment, curiosity, and participation.
- Collaborates with elementary teachers to connect library experiences to classroom learning and adjusts activities to support student access and engagement.

03 Collection Development — 15%

Student and staff interests, purchasing, processing, and collection care

- Gathers student and staff input to identify books, magazines, and resources that reflect their interests and support school learning needs.
- Selects materials for purchase in accordance with district procedures, considering age appropriateness, quality, reading levels, and the existing collection.
- Orders books, magazines, and library supplies within approved budgets and purchasing procedures; maintains order and receiving records.
- Processes new materials, including catalog records, labels, and preparation for circulation, using the district library system and established practices.
- Reviews collection condition and use, conducts inventory activities, and arranges repairs or recommends replacement and withdrawal under district procedures.

04 Reading Programs and Promotion — 15%

Reading engagement, teacher collaboration, and program support

- Supports reading initiatives in collaboration with teachers and the Principal, reflecting the programs used by participating classrooms.
- Provides Accelerated Reader (AR) support, including designated reports and progress updates, for teachers and classrooms that use the program.
- Works with teachers to organize reading activities, reminders, and recognition aligned with classroom reading goals.
- Promotes student participation through book recommendations, displays, and reading activities that support varied interests and abilities.
- Protects individual student reading information and follows district direction when sharing progress updates or recognizing student accomplishments.

05 Annual Book Fair — 15%

Planning, promotion, setup, sales coordination, and fundraiser records

- Organizes, plans, and sets up the annual Book Fair as the library's primary fundraiser, coordinating dates and arrangements with the Principal.
- Coordinates vendor communication, materials, delivery, displays, shopping schedules, and assigned volunteer assistance for an orderly event.
- Prepares Book Fair information for students, staff, and families and coordinates promotion through approved school communication channels.
- Maintains sales, payment, inventory, and proceeds records; follows district cash-handling procedures and coordinates reconciliation and purchases with designated staff.

06 Library Network and Collaboration — 5%

Northern Lights Library Network, staff support, and professional learning

- Works with the Northern Lights Library Network to coordinate available library resources, services, and support relevant to the school.
- Participates in relevant library network meetings, training, and professional learning as approved and applies useful practices to daily operations.
- Coordinates with district technology staff regarding library software, access, equipment, and technical issues that affect library services.
- Communicates library schedules, resources, and service updates to staff and families as directed and collaborates on school projects involving the library.
- Performs other related duties assigned by the Principal or designated supervisor within the scope of the position.

Assignment and Professional Expectations

Follows the assigned library schedule, maintains dependable attendance, and completes required district training. Coordinates lessons and student supervision with school staff. Follows district procedures for confidentiality, resource selection, copyright, purchasing, and handling funds.

07 Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision Making and Major Challenges

Organizes daily library operations, plans lessons, and selects resources within district guidance. Refers budget exceptions, challenged materials, unusual requests, and matters requiring administrative judgment to the Principal. Balances library service, instruction, reading programs, and event demands.

Working Conditions

Works primarily in the Barnesville Elementary School library media center with frequent student and staff contact. Duties include classes, circulation, individual assistance, displays, and Book Fair preparation and sales. Event schedules may require approved adjustments to regular hours.

Physical Effort

Requires standing, walking, sitting, reaching, bending, and shelving materials. Involves moving book carts, books, boxes, supplies, and displays using safe methods and assistance as needed. Essential duties may be performed with reasonable accommodation.

Mental Effort

Requires organization, accuracy, patience, and sound judgment while managing student needs, lesson preparation, records, orders, and competing deadlines. Must protect confidential information and respond calmly to interruptions.

08 Accountability and Expected Outcomes

Position accountability and annual performance expectations

The Elementary School Principal evaluates performance annually with input from school staff.

Supervision of Others

Provides student supervision during assigned library activities and coordinates volunteers or student helpers when assigned. Has no formal responsibility for evaluating employees.

Equipment and Technology

Uses the library catalog and circulation system, barcode scanners, computers, printers, district applications, reading program reports as applicable, books, magazines, book carts, and display materials. Uses approved sales tools for the Book Fair.

Job Outcomes

- Students and staff can locate and borrow materials through an organized, welcoming library.
- Library lessons and read-alouds support elementary learning and student interest in reading.
- Student lists, circulation records, purchasing records, and the collection remain accurate and current.
- Reading activities and program support reflect participating classrooms' needs and encourage student engagement.
- The annual Book Fair is organized effectively and proceeds are accounted for under district procedures.
- Library displays, network coordination, and staff communication support access to useful resources.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.