



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	LIBRARIAN SCHOOL MEDIA
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4420
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides a well-balanced media center, containing materials in all formats, equipment, and a program of services which enhances and supports the school's educational goals and objectives by providing access to information and ideas for students, faculty and staff, under the supervision of the Principal. Provides leadership and expertise in maintaining a school library media program serving as teacher and instructional partner, program manager, and information specialist. The librarian is responsible for working collaboratively with school administration and staff to develop a library program that supports the curriculum; provides instructional leadership for the promotion of literacy; develops and maintains a media center collection rich in both print and digital materials and manages the media center as a flexible, dynamic learning environment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Organizes and administers the library media center's program of services to students and teachers, to support the curriculum and to further the goals of the school
Provides instruction to facilitate inquiry and foster competence and stimulate interest in reading, viewing, and using information and ideas in a variety of formats
Models and teaches skills necessary to access, evaluate, and use resources and digital tools effectively and responsibly
Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations
Maintains a balanced, relevant library media collection; conducts an annual needs assessment and evaluation of the library media program, through surveys, etc.; selects and orders library materials that reflect the requirements of the curriculum, using professional selection methods and in cooperation with teachers and administrators
Inventories and weeds the collection regularly per policy, and maintains accuracy of records; prepares and submits an annual report to the SBDM council, Principal, and Library Media Services
Establishes efficient routines and equitable procedures for the circulation, utilization, and maintenance of library media resources
Participates in faculty and librarians' meetings and in library and educational professional meetings and conferences to increase library expertise
Creates and maintains a library environment that is conducive to learning and appropriate to the maturity and interests of students; establishes and communicates clear standards of conduct, monitors student behavior, and responds to student behavior in ways that are appropriate and respectful to students
Collaborates with and/or assists teachers in planning and delivery of instruction that will utilize library resources and digital tools
Schedules, trains and supervises the library media staff (clerks, parent/student volunteers)
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, fine manipulations, and repetitive hand movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Master's degree in Education or Library Science
Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement
Demonstrated ability to work cooperatively in a team situation
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful previous classroom experience
Demonstrated leadership ability
Excellent oral and written communication
Experience in a diverse work place