

SCHOOL LIBARIAN

QUALIFICATIONS:

1. Must possess a high school diploma or equivalency.
2. Experience working with children.

REPORTS TO: Building Principal

SUPERVISES: Students

PRIMARY FUNCTION: Provide assistance with the various programs and services offered by the instructional media center or library.

PERFORMANCE RESPONSIBILITIES:

A. ESSENTIAL SKILLS/DUTIES:

1. Accepts supervision and follows instructions.
2. Relates well to students and staff.
3. Follows through on procedures and operations that relate to the orderly operation of the library media program.
4. Develops a plan and priorities for library services and operation.
5. Select materials which meet curriculum needs, provide enjoyment, promote equitable access and encourage reading.
6. Maintains an inviting and engaging learning atmosphere and climate.
7. Administers the annual library budget and coordinates requisition of library materials.
8. Coordinates procedures for selection/deselection of library materials.
9. Provides instruction in the use of databases, library resources, and technology following SD state standards.
10. Assist faculty in the selection of library materials and digital resources to support and enrich their curriculum.
11. Maintains a working knowledge of books, authors, and other print and digital resources to assist students with reading selections including processing new books and materials.
12. Utilizes time wisely, performing necessary tasks in a timely fashion.
13. Other duties may be assigned by the administration.

B. OTHER SKILLS/DUTIES:

1. Performs circulation duties, such as checking books in and out, preparing overdue notices, collecting book fines, etc.
2. Conducts read-aloud sessions with classes as assigned.
3. Supervises students using the library media center, maintaining a quiet, orderly atmosphere.
4. Shelves, straightens and shelf-reads library materials.
5. Other duties as assigned by the administration.

EVALUATION: The job performance will be evaluated in accordance with provisions as outlined in district policy and/or procedure.