

Job Codes D101 (HS); D301 (MS); D401(ELEM)
FLSA: Exempt
Revised: 07/055/12/03

LIBRARIAN

QUALIFICATIONS

A. REQUIRED

- Valid Arizona Teaching Certificate
- Valid Arizona Library Media Specialist endorsement

B. DESIRED

- Knowledge of general high school or middle school operations
- Strong computer skills, including proficiency with word-processing and spreadsheet packages
- Knowledge of on-line resource programs and other relevant media technologies
- Prior supervisory experience

SUMMARY

To provide all students and staff with an enriched library environment that contains a wide range of materials and equipment to promote intellectual growth. The Librarian assists students with acquiring and developing the skills necessary to take advantage of library resources. May supervise the work of Library Assistants.

Reports to: Principal

ESSENTIAL FUNCTIONS

- Assists with the evaluation, selection and requisition of library materials
- Assists teachers with the selection of books and other instructional materials
- Informs teachers and staff members of new materials in the school's library
- Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on how to use the system
- Arranges for interlibrary loan of materials of interest to students and teachers
- Promotes and encourages proper student conduct within the library
- At the request of a teacher, presents and discusses material of interest to classes
- Participates in curriculum meetings
- Counsels students with special needs or intellectual interests who need to make use of library resources
- Coordinates changing book displays and exhibits to interest library patrons
- Assists with the development of the library's budget
- Prepares requisitions for the acquisition of library materials
- Teaches library classes, as requested
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties, as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to work effectively with students and district personnel of all levels
- Ability to use strong communication skills, both verbal and written
- Ability to reach, stoop, bend, and hold or grasp objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and high volumes of information
- Ability to concentrate for extended periods of time
- Ability to multi-task
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures