FAIRFIELD
COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL LIBRARIAN

SALARY: Teacher Salary Schedule

WORK CALENDAR: 190 days

FLSA STATUS: Exempt

REPORTS TO: Principal

GENERAL STATEMENT OF JOB

Under limited supervision, assists school administrators by delivering thorough instruction to students according to the South Carolina Department of Education Curriculum Standards. Maintains management of the classroom at all times. Regularly communicate with parents and relevant stakeholders regarding students' achievement and behavior. Reports to the Principal and/or Assistant Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Attend all parent-teacher conferences.
- Communicate effectively with parents and leadership regarding student achievement.
- Attend, participate, and contribute to all IEP meetings when applicable.
- Serves as an exemplary role model at all times.
- Ensures that various instructional strategies are implemented to promote academic growth among diverse learners.
- Carries out all additional duties (lunch, bus, hall, morning, etc) as directed by school administration.
- Serves as a mentor or ADEPT evaluator if certified and requested by Principal and/or District Human Resources or Instructional Personnel.
- Attends required professional development that is beneficial to FCSD and its students.
- Maintains teacher certification by meeting all certification requirements of the South Carolina Department of Education.

ESSENTIAL JOB FUNCTIONS

- Sets up classrooms and laboratories for instructional activities.
- Assists in coordinating and implementing special school/classroom projects and programs as assigned, including but not limited to field trips.
- Prepares detailed lesson plans for approved absences.
- Proctors and monitors testing activities; administers make-up tests.
- Creates Syllabi, lesson plans, rules, expectations, and procedures for the

classroom/students.
- Maintains records, filing materials, organizing paperwork, typing course materials and syllabi, etc.
- Receives and fills requests for reproduction work from faculty, staff, and volunteers, including but not limited to copying, laminating, and binding; delivers products to requesting staff.
- Ensures that an effective classroom management program is in place.
- Schedules and arranges class coverage for parent-teacher conferences and other teacher meetings as necessary.
- Maintains records of textbook assignments; receipts monies for lost texts; collects books at the end of the school term.
- Responds to inquiries and requests for assistance in areas of responsibility.
- Operates and maintains a variety of equipment, which may include a computer, printer, typewriter, copier, fax machine, telephone, two-way radio, laminating machine, calculator, binding machine, paper shredder, audio-visual equipment, die cut machine, etc.; uses clerical, computer, and copier supplies, oral thermometer.
- Interacts and communicates with a variety of individuals and groups, including the immediate supervisor, co-workers, other school administrators and staff, students, parents/guardians, volunteers, and the general public.

ADDITIONAL JOB FUNCTIONS

- May perform non-related and/or specialized duties as assigned.
- Assists with new student registration.
- Collects and accounts for student fees, fines, and payments.
- Assists with routine health room duties as required; calls parents/guardians regarding student health as necessary.
- Performs duties of other clerical staff as necessary in their absence.
- Performs related duties as required.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Requires a Bachelor's degree in the grade/subject area taught with a valid South Carolina Teaching Certificate. Highly qualified in grade/subject area according to No Child Left Behind Legislation. Career and Technology Teachers will meet SCDE requirements for CATE.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a recurring basis.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors and

giving instruction and/or assignments to students.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into a computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in classroom teaching. Requires the ability to make routine independent judgments in the absence of a supervisor; to acquire knowledge of topics related to the primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions, to counsel and teach students. Must be able to communicate effectively and efficiently with students, teachers and parents, and with persons of varying ages and educational/cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items, including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or a tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving the nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the instructional methods, policies and procedures of Fairfield County School District pertaining to specific duties of a professional teacher. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to establish and maintain positive relationships and work effectively with adults and students. Is able to supervise, guide and support students with patience and kindness. Is able to reinforce skills taught. Is able to develop and execute lesson plans that positively impact students. Is able to help motivate students to participate in educational activities and to want to learn. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of and is able to use modern office practices and equipment, including computers for word processing and records management. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the position. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high-quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce a quantity of work that consistently meets established standards and expectations for students.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to the principal with respect to all leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and

initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with principal, assistant principal and colleagues for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates the expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.