

GALENA CITY SCHOOL DISTRICT

Position: Resource Room Coordinator

Location: GILA/SHS

Reports to: Assistant Supt.

Classification: Classified

Work Year: School Year Term

Salary: Per GEA

Summary or Purpose:

The resource room coordinator/librarian position is responsible for the organization and maintenance of the library. The resource room coordinator must also assist families and personnel in locating and lending necessary materials within the library, and to aid all students in acquiring the skills needed to take full advantage of library resources.

Qualification Requirements:

- High School diploma is required
- Demonstrated strong clerical skills
- School-based experience and understanding of instruction and needs of school-based staff, preferred
- Knowledge and basic understanding of the Science of Reading, preferred
- Positive interpersonal skills and knowledge of our local community, required

Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establish library hours for access by students and parents (during and/or after school hours)
2. Share the management and collection development of SHS, Community and GILA libraries
3. Communicates information about the district's library services and research to school administration.
4. Provides student instructions relating to using library services.
5. Acts as the district's library liaison to the community in coordination with City of Galena librarian.
6. Assists with procurement of educational materials for projects, staff development, student class coordination, and other student learning services.
7. Determines library needs and requests materials and equipment.
8. Keeps libraries clean and organized. Checks materials in and out and shelves appropriately.
9. Assists school administration with needs related to library services for students and/or families.
10. Perform other duties as assigned.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle or feels objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter places.

The noise level in the work environment is usually low to moderate.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by _____ Date: _____

Reviewed and agreed by _____ Date: _____