



## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

2. Manage library budget and supervise library staff and student assistants.
3. Remain current in the library profession through conferences, workshops, professional reading and classes
4. Evaluate library program and services to maintain a modern library media center that meets the learning needs of patrons.
5. Select and acquire materials in terms of local literacy goals, programs and state and national standards.
6. Create user-friendly literacy and research materials, including print materials, databases and ebooks through the library webpage, handouts, displays, and other exhibits.
7. Facilitate and manage school library calendar to allow patrons accessibility to library resources.
8. Establish a positive, welcoming learning environment that is inclusive of all patrons and learning styles
9. Provide patrons with information regarding fair use and copyright laws.

### **Information Management:**

10. Evaluate, select, acquire and catalog materials for the library and formulate policies to provide for efficient access.
11. Be proficient in the use of online library programs such as Destiny that is used to catalog, maintain and circulate library materials, as well as local public library programs
12. Knowledgeable on current databases, online apps/programs, and ebooks.
13. Provide materials and training for the professional growth of the faculty and assist in campus in-service training.
14. Expertise in research model adopted by the district.

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

### **Instructional Management:**

15. Collaborate with teachers to design inquiry based lessons and provide necessary materials to enhance instruction as needed.
16. Promote reading and literature appreciation through activities such as booktalks, author visits, displays, reading programs, special events, etc.
17. Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
18. Provide lessons on research, website evaluation, proper citations, plagiarism, use of online databases, ebooks, and apps.

### **Technology :**

19. Assist patrons in the use mobile devices to access library digital materials for research and pleasure reading, access email accounts and design or complete projects.
20. Facilitate patrons with various computer programs, such as desktop publishing tools, Google Apps and other programs as needed.
21. Provide staff development relevant to current databases, online APPS/programs, and ebooks.
22. Assist staff with the integration of online digital resources to enhance learning and promote literacy.
23. Provide Digital Citizenship training to staff, students, and parents.
24. Organize, maintain, distribute, and collect digital equipment, including technology carts.

## **WORKING CONDITIONS:**

### **Mental Demands:**

Ability to read, analyze, write reports, effectively present information and respond to questions from administrators, staff and the general public. Ability

to solve practical problems. Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on library and school objectives and on abilities and needs of students. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies. Maintain emotional control.

**Physical Demands/Environmental Factors:**

While performing the duties of this job, the employee is frequently required to stand and talk or hear, and sometimes walk or sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lbs., such as a box of books or an AV/VCR cart. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors. Regular attendance.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not exhaustive lists of all responsibilities, duties and skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_