

Community Unit School District #205

Job Title:	District Librarian		
Location:	TBD	Terms of Employment:	Per Teacher Salary Schedule. Work year to be established by the Board of Education.
Reports To:	Secondary Principals	Board Approved:	May 2, 2017
Evaluation:	Performance of this job will be evaluated in accordance with the performance responsibilities as listed above and in accordance with the Board's policy on Evaluation of Professional Personnel by the Building Principal.		
Qualifications:		Job Goal:	
<ol style="list-style-type: none"> 1. Current IL Professional Educator License. 2. Masters in Library and Information Science and Library Information Specialist Certificate Required. 			
Responsibilities:			
<ol style="list-style-type: none"> 1. Instructs students on use of the library, library research skills, information retrieval systems, books in the library, authors, and creates motivational programs to encourage ongoing reading as requested by staff. 2. Oversees all aspects of the upkeep, ordering and organization of District libraries. 3. Uses a variety of materials and activities to stimulate and maximize learning and to promote reading and library skills. 4. Provides themed unit ideas for school to promote reading. 5. Selects materials which support the schools' educational philosophy and curriculum according to the district's selection policy. 6. Creates and maintains a collection development process which includes such aspects as maintaining accurate and current catalogs and records, weeding, and inventories. 7. Promotes the library information program, services, and its materials by maintaining a positive relationship with students, staff, and community. 8. Prepares and oversees a library information program budget which reflects the needs of the entire school community. 9. Maintains the annual inventories and withdrawal of materials. 10. Assists in preparing instructional materials. 11. Develops and maintains a district K-12 library curriculum. 12. Responsible for state grants and supplemental funding. 13. Attends team leader department chair meetings for curriculum articulation. 14. Performs other duties as assigned. 			
Employee Name:			Date:
Employee Signature			

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