



(662) 834-2175  
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Lexington, MS 39095  
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## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT JOB DESCRIPTION

**Job Title:** Librarian  
**Reports to:** Principal  
**Length:** 10 months (187 days)  
**Department/School:** School Leadership  
**Date Revised:** September 27, 2020

### Qualifications

#### Education/Certification:

- Degree(s) required in area of major study.
- Possess a valid State of Mississippi certificate with a 440 endorsement.
- Kind and amount of prior job experience
- Such alternatives to the above qualifications as the Board may require.

**Primary Purpose:** Provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of media center resources.

#### Major Responsibilities and Duties:

- Operates and supervises the media center to which assigned.
- Evaluates, selects, and requisitions new media center materials.
- Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
- Informs teachers and other staff members concerning new materials the media center acquires.
- Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
- Arranges interlibrary loan of materials of interest or use by teachers.
- Works with teachers in planning those assignments likely to lead to extended use of media center resources.
- Promotes appropriate conduct of students using media center facilities.
- Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
- Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.
- Participates at curriculum meetings.
- Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interest.



- Arranges frequently changing book related displays and exhibits likely to interest the media center's patrons.
- Prepares and administers the media center budget.
- Supervises media center aides in the performance of their duties
- Weeds obsolete and worn materials from the collections.
- Supervises the clerical routines necessary for the smooth operation of the media center.
- Performs any other assigned or required duties.

### **Working conditions**

Mental demands/Physical demands/Environmental factors

- Maintain emotional control under stress.
- Limited travel is required.
- Occasional prolonged and irregular hours.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Stand, walk, crouch, and do moderate lifting up to 40 lbs.

**SALARY & BENEFITS:** This position works 187days; 10 months (Full time). The district provides a competitive benefit package.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Holmes County Consolidated School District Board's policy on evaluation of personnel.

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

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Employee Signature

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Date

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Printed Name