



**Iberia  
Parish Schools  
Job  
Description  
Revised July 2024**

**TITLE: Librarian (B-204)**

**QUALIFICATIONS:** Certified in Library Science as prescribed by the BESE *Bulletin 746*.

**REPORTS TO:** School Principal

**JOB GOAL:** To provide an effective school library media program in order to support teachers in the implementation of a high-quality curriculum to ensure all students are working toward mastery of grade- level standards

**TERMS OF EMPLOYMENT:** 9 Month - the number of days as required by the currently adopted IPSB calendar.

**EVALUATION:** Educator Evaluation annually pursuant to BESE *Bulletin 130*

**COMPENSATION:** 9 Month Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Fulfill all duties traditionally expected of those in the library media specialist profession.
2. Create a learning environment which supports the mission and goals of the school and promotes the development of skills and attitudes that prepare students for lifelong learning in an information-rich society.
  - a. Ensure that resources include different formats and levels to meet the range of diversity and needs of students and to support high expectations for student achievement.
  - b. Adapt methods to accommodate the range and diversity of student needs.
  - c. Provide extra assistance, support, and instruction as needed.
  - d. Provide regular instruction to help students (whole class and/or individual) in the retrieval and use of resources, supplemented by frequent individual assistance.
3. Create a learning environment which accommodates all students and their need to read, view, listen, and communicate individually and collaboratively, using traditional and technological resources for ideas, information, and personal development.
  - a. Provide students the opportunity to read, view, listen, and communicate through flexibly scheduled class or group visits and through ongoing programs or special programs provided through the library media center.
  - b. Assist individual students and groups in accessing, evaluating, and using information for curricular or personal needs.
  - c. Support the school's reading program and provide occasional reading emphases.
4. Create a learning environment which incorporates collaborative planning and collaborative teaching with teachers and integrates information literacy and technology instruction into the curriculum.
  - a. Work with teachers in a collaborative culture on an ongoing, regular basis to develop lessons or units that integrate information literacy skills into the curriculum.
  - b. Provide leadership in developing a collaborative culture, encouraging shared responsibility for selection of resources and instruction in information literacy skills.
5. Create a learning environment which provides an open setting that encourages the widest possible use of resources and active participation in the learning process as well as providing an essential link to the larger community.
  - a. Provide access for members of the learning community to resources and services of the library media program.

- b. Ensure that information on community and other resources of interest is provided on a regular basis.
6. Create a learning environment which fosters individual and collaborative inquiry in preparing students to become critical thinkers, competent problem-solvers, and life-long learners who contribute productively to society.
  - a. Work with teachers to develop research activities, allowing students some choice in topic and resource selection within collaboratively developed parameters and guidelines.
  - b. Ensure that students are given guidance in note taking and information-seeking skills and proper formats for citation of information sources.
  - c. Maintain knowledge of copyright laws and guidelines and proper formats for citation of information resources and make this information available on a regular basis through written and oral communications.
7. Create a learning environment which incorporates opportunities for staff development and professional growth for library media staff as well as teachers, administrators, and other members of the school learning community.
  - a. Participate in school-based and district-level staff development.
  - b. Seek opportunities to present or sponsor workshops or staff development for teachers.
  - c. Occasionally attend other staff development activities, workshops, and conferences and share and/or use the information learned.
  - d. Share information with faculty on learning opportunities of interest.
8. Provide a balanced collection of print, non-print, and electronic resources that support the curriculum and state standards, reflects an appreciation of diversity and recognition of different ways of learning, and promotes independent reading and learning as well as technologies for accessing and producing information.
  - a. Ensure library collection meets collection guidelines.
  - b. Purge collection regularly.
  - c. Organize collection according to accepted classification rules.
  - d. Respond to and meet generally the curricular and information needs and reading interests of students and teachers.
  - e. Ensure the availability of some multimedia and electronic resources and internet access.
  - f. Provide access to collections and resources to classrooms.
9. Manage the financial, physical, and human resources of the library media center efficiently and effectively.
  - a. Use standard selection aids, professional recommendations, and student suggestions in selecting materials.
  - b. Use standard procedures to process, inventory, catalog, circulate, maintain, and weed the collection.
  - c. Regularly provide information on resources to students and staff using a variety of methods.
  - d. Arrange schedules of aides and volunteers to optimize student and teacher services and the efficient operation of the library media center.
  - e. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
10. Perform periodic reviews, and use ongoing informal and formal assessments in developing a long range, strategic plan for improvement.
  - a. Set annual goals and present those to the administration.
  - b. Use formal and informal assessments, including input from administrators, faculty, and students, to assess the program.
  - c. Use surveys and data from library reports, inventories, and other assessments to set short and/or long-range goals for improvement and provide reports to the school and/or district administration.
11. Arrange the facility to accommodate flexible access by classes and individual students, perform the basic functions of an effective library media program, provide a climate conducive to learning, and provide access to information and resources within the school, community, and across global networks.
  - a. Arrange furniture and equipment, regardless of space, to encourage simultaneous use by one or more classes, small groups, or individuals.
  - b. Arrange the space to accommodate reading, viewing, production, and communication activities as

- well as library circulation and management tasks.
  - c. Arrange shelving to accommodate growth.
  - d. Utilize appropriate furniture.
  - e. Provide a storytelling area (*elementary schools only*).
  - f. Ensure the library media center is neat and well organized.
  - g. Use various methods of display, furniture selection, and room treatment to establish a pleasant atmosphere of welcome and productivity.
  - h. Ensure library media center is easily accessible by persons with disabilities.
12. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
  13. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
  14. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
  15. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
  16. Perform various administrative duties in service of effective school operation as assigned, including but not limited to the following:
    - a. Oversee parent/family communications (e.g., newsletters, social media accounts, communication apps);
    - b. Supervise students in assigned settings as needed;
    - c. Manage physical inventory for assigned location or staff.
  17. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student data, physical inventory management, classroom schedules.
  18. Supply adequate lesson plans, seating charts, class rosters, and other essential information for substitutes in the event of absence from work, if applicable.
  19. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, leadership planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
  20. Serve on special committees (e. g. 504, SBLC, Pupil Progression, Crisis, Positive Behavior Support) as required by School Principal or district administration and perform related work as required.
  21. Attend before school/after-school events as scheduled, including but not limited to in-person faculty meetings, parent/family night events, and duty for after-school athletic and special events as assigned by School Principal.
  22. Provide leadership, supervision, and support for students' extracurricular activities in assigned student organization or club including but not limited to (**applies to assigned club sponsors**):
    - a. Attend all events which students attend as an official club function, including but not limited to local, regional, state, and national conferences and competitions.
    - b. Ensure plans for all club functions conform to school and district policy.
    - c. Enforce the applicable student dress code at all official club functions.
    - d. Safeguard and accurately account for all monies advanced by or received from students, parents, the school, or other persons, including vendors and donors, in accordance with the rules of his/her school and the policies of the Board.
    - e. Properly document and maintain receipts evidencing all monies collected and/or spent in accordance with the rules of his/her school and the Board.
    - f. Be present and on time for all official club functions and transportation to and from events as assigned by the School Principal.
    - g. Comply with all state and national governing board rules, where applicable.
    - h. Maintain equipment and facilities related to the assigned club or organization.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Iberia Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and trainings mandated by state legislation and/or Louisiana Department of Education by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), Louisiana Department of Education (LDOE), the Board of Elementary and Secondary Education (BESE), and/or Federal regulations and guidelines established by each.
17. Model ethical behavior at schools and in the community.
18. Does not engage in outside work or activities that will interfere with teaching duties.
19. Adhere to and support the policies and procedures of the Iberia Parish School Board and the assigned school, including but not limited to: Employee Acceptable Use Policy for District Technology Resources (EFA), Employee Use of Social Media (EFAA), Use of Telephones and Other Electronic Telecommunication Devices (GAMI), and Electronic Communications Between Employees and Students (GAMIA).
20. Follow the appropriate chain of command when communicating concerns.
21. Use appropriate language that is void of vulgarity, lewdness, coarseness, or profanity.
22. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
23. All employees are subject to drug/alcohol testing in accordance with IPSB Employee Alcohol and Drug Testing Policy (GAME).

*While the operation of the Iberia Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_