



Lafayette Parish School System Job Description

Job Title: School Librarian - All Levels
Department: School Based
Reports To: Principal
Approved Date: 07/2024

Salary Scale: Teacher Pay Scale
Pay Grade: N/A
FLSA Status: Exempt
Days: 182-days
2002 Sales Tax Eligible: Yes

SUMMARY OF POSITION: To incorporate administrative and management skills, teaching responsibilities, and instructional media expertise in the assigned school library within the school system.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: Valid Louisiana Teaching Certificate with proper certification in assigned area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

Domain 1: PLANNING AND PREPARATION COMPETENCY

1. Displays knowledge of the curriculum, resources, various literacies, and the research process.
2. Plans for instruction, promotes reading, and develops the collection in the context of students' developmental levels, skills, backgrounds, interests, and special needs.
3. Knowledge of literature of all genres and often (but not always) works with groups and individuals to promote good books, reading for pleasure, and love of learning.
4. Collaborates with teachers in designing, planning, and implementing meaningful learning activities that integrate the use of resources and development of research skills and various literacies.
5. Displays understanding of desired instructional outcomes and student population.
6. Provides the necessary resources, technology, and services.
7. Knowledge of information resources available to students and often seeks other resources.

Domain 2: LIBRARY ENVIRONMENT COMPETENCY

1. Maintains an inviting, flexible and attractive environment with expectations that students are curious, on task and respectful.
2. Demonstrates respect for students and staff and often, but not always, uses praise and positive reinforcement.
3. Establishes and communicates clear standards of conduct, monitors student behavior, and responds to student misbehavior in ways.
4. Library guidelines and procedures have been established in the areas of circulation and scheduling for the library and often, but not always, function consistently resulting in some inconsistencies in access to the resources, equipment, the facility, and expertise of the librarian.

Domain 3: INSTRUCTION COMPETENCY

1. Anticipating possible misunderstandings, clearly communicates directions and procedures through spoken, written and electronic methods, repeating and clarifying directions when necessary.
2. Technology is used effectively to demonstrate and model productive ways to use the resources and tools in the library and in virtual environments.
3. Uses open-ended and probing questions to guide students' inquiry and to help them think critically, whether teaching a literature related lesson or use of information resources.
4. Guides students to resources that relate to content, prior knowledge and life experiences, based on wide knowledge of appropriate materials.
5. Guides students to refine research strategies and to extend learning through the research process and monitors their progress.
6. Provides timely, accurate, substantive, constructive, and specific feedback when working with individuals and groups.
7. Teaches or reminds students to critically evaluate resources for authority and validity.
8. Encourages students to use information in all formats, to actively seek multiple perspectives, avoid plagiarism, to use the internet effectively, and to keep data safe.
9. Teaches students to use information and ideas in a safe, responsible, and ethical manner.

Domain 4: PROFESSIONAL RESPONSIBILITY COMPETENCY

1. Reflects on the effectiveness of services, resources, instructional strategies and facilities to ensure library goals are met.
2. Considers changes necessary for future needs in an expanding dynamic program.
3. Solicits input from stakeholders to improve instruction, program and service.
4. Contributes to the school and district community through participation, service, and leadership.
5. Support and cooperation with characterize relationships with colleagues.
6. Soliciting input from stakeholders, assesses collection, purchases new resources, and weeds the collection to keep holdings current and meet the needs of the changing student and instructional needs.
7. Using data effectively, follows district, department and/or school guidelines for managing the budget and maintaining accurate financial records.
8. Advocates for a progressive and comprehensive program by requesting financial support for resources and other needs.
9. Maintains accurate and easily accessible records including a catalog of resources, circulation records, an inventory of other holdings, and statistics of library use.
10. Pursues professional development opportunities, contributes to the profession by sharing newly learned knowledge and practices, and by seeking opportunities to lead professional development.
11. Through teaching and practice demonstrates a commitment to professional ethics of librarianship by following copyright law and by upholding and defending the principles of the Library Bill of Rights and the American Library Association's Code of Ethics.

RESPONSIBILITIES: Staff shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

Instructional Components

- Fulfill duties traditionally expected of those in teaching/administration/itinerant profession (Oversee and/or produce lesson plans, instruction of students, collaborate with colleagues and departments, grade papers, take and record attendance, enter/average grades, supplemental tracking and/or support)
- Maintain positive and timely interaction with parents relative to the performance or conduct of students assigned to the teacher/school
- Oversees/participates in school committees or task forces to contribute to school improvement initiatives
- Oversees/participates in educational or coaching best practices and techniques
- Collaborate with those providing direct student instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curricula, and plans to improve the quality of instruction,

Supervision Components

- Supervision of students when students are on or off campus at a school related/sponsored event
- Supervision of students prior to school and/or drop-off, in classroom, between classes, during recess/intermission, during lunch, assemblies and after school events, when assigned
- Supervision of any school personnel for whom you may be responsible, as applicable

Non-instructional Components

- Attend meetings generally associated with the instruction of students and/or school/district improvement
- Attend faculty, staff/department meetings, training sessions meetings, parent-teacher conferences, back-to-school/open-house events, parent/student events such as parent orientations, open house, graduation, etc.
- Attend PGP, PIP, evaluation, observation, IAP, IEP, and student discipline meetings/hearings, school board/committee meetings, etc., upon request
- Establish/participate in school and/or district policies governing students and employees
- Planning and strategizing for future district/school improvement initiatives.
- Provide additional supervision and/or support for students who may need extra help, assistance, and/or ancillary services.
- Supporting extracurricular activities or athletic events that take place after school hours. (If applicable)
- Attend/participate in all meetings and functions of those extra-curricular activities, clubs, or groups of which the employee is a sponsor or assigned
- Represent the district/school at all functions and/or meetings at which a school representative is required, as requested

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

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. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. 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

information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee's Printed Name

Supervisor's Signature

Employee's Signature

Date