



JOB DESCRIPTION

School Librarian II - High School

DEPARTMENT: School	SCHEDULE: 100
REPORTS TO: Principal	WORKDAYS: 210
CLASSIFICATION: Certified	FLSA STATUS: Exempt
PCS CODE: 10	DATE: May 2026

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, develops and manages a comprehensive school library media program that supports the total educational mission of the school. Collaborates with classroom teachers to integrate information literacy skills with curriculum content; provides direct instruction to students in information and media literacy skills and digital citizenship; and manages library resources and technology tools. Promotes a culture of reading, inquiry-based learning, and equitable access to information resources while creating a positive and engaging learning environment.

MINIMUM REQUIREMENTS

Education:

Master's Degree in Library Science (MLS) or Library and Information Science from an accredited institution, or completion of a South Carolina Department of Education approved school librarian education program.

Certification/License:

South Carolina Teacher certification with School Librarian (PK-Grade 12) certification. Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

Work experience gained through education and certification requirements that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge and use of library management systems, online databases, digital catalogs, and relevant technology applications.
- Knowledge of copyright law, intellectual freedom, information ethics, and digital citizenship principles.

- Knowledge of South Carolina Standards for School Library Programs and Collections (SCDOE).
- Knowledge of current trends in children's and young adult literature and educational resources.
- Ability to provide direct instruction in information literacy, research skills, and digital citizenship across all grade levels.
- Ability to collaborate with teachers to design, implement, and assess integrated learning activities that align with curriculum standards.
- Ability to evaluate, select, organize, and manage print and digital resources appropriate for diverse learners and curriculum needs.
- Ability to integrate technology tools and digital resources to support teaching and learning.
- Ability to effectively communicate with students, parents, school, and District staff in oral and written form.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner; manages difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Develops, implements, and evaluates a comprehensive library media program aligned with the District's mission, goals, and curriculum standards. Complies with SCDOE and current national standards for school librarians.
- Plans and negotiates a yearly budget request with the school Principal to meet long and short range plans for building and maintaining the collection and program.
- Oversees all aspects of the daily operation of the school library. Develops, evaluates, and maintains a balanced and diverse collection of print and digital resources, fiction and non-fiction books, and other resources that support curriculum needs, student interests, and diverse learning styles in compliance with SCDOE resource collection standards. Maintains statistical data and required records of operation.
- Collaborates with classroom teachers to plan and deliver integrated instruction that incorporates information literacy skills, research processes, and technology tools with content area teaching.
- Provides direct instruction to students in information literacy, research skills, digital citizenship, media production, critical evaluation of sources, and ethical use of information.
- Promotes reading, viewing, and listening for pleasure and lifelong learning by implementing reading programs, book talks, author visits, and other literacy initiatives.
- Provides technology leadership by troubleshooting technology issues, supports teachers and students in the use of digital tools, and maintains the library's digital presence.
- Plans and supervises purposeful assignments for the library assistant and volunteers; evaluates their performance as assigned.
- Assists and enforces school rules, Board policies, and administrative regulations. Carefully supervises and monitors students in the library, hallways, and other assigned areas.
- Participates in professional committees for the development of library programs, instructional materials, and information literacy initiatives at the school and District level.
- Establishes a professional rapport with students, parents, and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, and community members.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.

- Maintains a valid SC teaching certificate with the School Librarian credential; provides for one's own professional growth through an ongoing program of reading, professional organization membership, seminars, conferences, and advanced course work.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours. Available to work in an eLearning setting when required by the District.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis.

Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Reliable transportation is required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

Original Date: March 2026

Update: May 2026