

TITLE OF POSITION: K-12 Librarian PROGRAM: Rocky Boy Schools			
CLASSIFICATION			
FULL TIME: X PART TIME:	REGULAR: X TEMPORARY:	CLASSIFIED: X CERTIFIED:	ADMINISTRATIVE: X SUPPORT STAFF
		CLERICAL: INSTRUCTIONAL:	

MINIMUM QUALIFICATIONS:

Knowledge of and/or interest in learning basic routines and procedures used in a library; high school diploma or equivalent; or any combination of training and experience that provides the desired knowledge and abilities.

Well versed in library organization and procedures

Knowledge of audio-visual and computer materials

Basic media center/library procedures, practices, and terminology

Perform library/media center and clerical work functions, including circulation, cataloging, and inventory control, using independent judgment

Maintain a variety of records and filing systems related to a library/media center

Understand, carry out, and give oral and written instructions

Operate a variety of standard office machines

Ability to handle stressful situations

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities

Possess college coursework and Montana certification in K-12 Library Science

DUTIES & RESPONSIBILITIES:

Maintains detailed files of available instructional materials

Develops and implementation automatic library resources and equipment to include collection maintenance

Processes and stores library and text materials

Checks books, audio-visual equipment, and other instructional resources in and out of the library or media center

Recommends scheduling for repair and/or replacement of audio-visual equipment

Handles and supervises the circulation procedures, including preparing overdue notices, previewing materials, and keeping records of equipment loans and returns

Assists teachers in selecting, deselecting, and evaluating media center materials and documents

Supervises students' use of library

May supervise the work of student helpers or volunteers

Promoting reading, listening and viewing of resource materials with staff and students by preparing displaying, exhibiting, and creating bulletin boards

Schedules activities and classroom visits for maximum utilization of time, space, and resources

Maintains inventories of library-related materials supplies and equipment as directed

Plans, prepares and allocate the library budget

Maintains records and collects payment for lost books, periodicals and other resources materials

Assist and orients students, and teacher in the use of library materials, collections, periodicals, and equipment

Plans, prepares and instructs students in development of research skills

Work with staff in a supportive role to develop a school program that effectively integrates the media center and classroom activities

Assist staff and students in the development of skills related to informative technology, to include internet, web collections, electronic media and interlibrary loan

Provides service to staff and students, assisting them in the selection of methods suited to individual needs and abilities

Disseminates information to staff and students regarding new and existing materials

Creates and maintain and attractive welcoming library

SUPERVISOR:

Principal