

ABERDEEN SCHOOL DISTRICT  
JOB DESCRIPTION

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**LIBRARIAN/MEDIA SPECIALIST**

**Description of Position**

The Librarian manages, operates and supervises the school media center.

**Area of Responsibility**

**Duties include but not limited to the following:**

- Plan school library media programs and develop goals and objectives
- Help determine overall library media policies, including cataloging, classification, and circulation of materials/equipment for easy access
- Conduct in-service activities for teachers on the utilization of library media resources
- Participate in curriculum development and review
- Provide orientation and planned formal and informal instruction
- Assist in locating materials and answering reference questions
- Inform teachers of new services, video and other resources
- Plan with faculty members to coordinate materials and media activities
- Encourage faculty participation and recommendations in evaluating or selecting materials and equipment
- Maintain library media equipment and assume responsibility for its repair
- Maintain accurate records on the utilization of materials
- Serve as a resource person for production of instructional materials
- Arrange attractive, orderly center with easy access to resources
- Provide a balanced comprehensive collection of media and equipment to support the instructional program and enrichment
- Consult with library assistants
- Ensure that State's required core skills (ITBS) are taught
- Perform other duties as assigned by the administration

**Supervisory/Program Areas**

Library Assistant

**Qualifications**

- 438 or 440 endorsement required
- Such other qualifications as may be set by the Board of Trustees

**Reports to the**

Principal

**Term of Employment**

187 days