

**Alchesay High School
Position Job Description**

Job Title: Librarian/Media Specialist – High School

Reports To: Principal

JOB SUMMARY

This position manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school's literary collection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Follows and maintains knowledge of all District policy(ies) and procedures.
- Knows and uses Dewey Decimal System.
- Catalogs and processes new books and equipment.
- Repairs, covers and binds damaged books.
- Screens, selects, orders, organizes and circulates all types of instructional material(s) and equipment.
- Encourages staff and students to access library/media center and its resources.
- Plans, develops and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
- Collaborates with classroom teachers and specialists to design and implement lessons and units of instruction, and assesses student learning and instructional effectiveness.
- Provides the leadership and expertise necessary to ensure that the school library media program (SLMP) is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning community.
- Evaluates continuously the media program and plans ahead for future growth and development with the building administration and teachers.
- Supervises students during library visits.
- Prepares materials as needed for instruction.
- Processes check-ins and check-outs of books, periodicals, and reference materials to staff and students before, during and after school.
- Coordinates and sets-up of special events and book fairs in the library.
- Works with students in groups or individuals in the development of media and computer skills through help with reference work, selection of books and online reference searches.
- Maintains circulation records for library books, reference materials, periodicals and textbook depository.
- Inventories, orders and stocks library supplies, as needed.
- Maintains current records, tracking over-due and lost books, creating accounts for patrons and managing student library cards.
- Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.
- Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
- Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.

- Professionally represents the school and the District in interactions with parents, staff and students and resolves conflict in a professional manner.
- Maintains appropriate certifications and training hours as required.
- Complies with applicable District, state, local and federal laws, rules and regulations.
- Attends work regularly and is punctual.
- Performs other related tasks as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends in-service trainings.
- Attends staff meetings.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree (B.A.) or equivalent from four-year college or university or equivalent required;
- Master's degree (M.S. in Library Media or a (M.L.S.) Masters of Library Science) or equivalent strongly preferred;
- Must have a valid teacher's certificate;
- Prior successful experience working in a library or school setting and teaching students strongly preferred.
- Valid fingerprint clearance card is required.
- General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software.
- Ability to provide basic computer, A/V equipment and hardware troubleshooting.
- Ability to proficiently use the following programs strongly preferred: MS Word, MS Excel, Google Documents, and MS Outlook.
- Ability to type accurately and proficiently.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time