York Suburban
SCHOOL DISTRICT

*Inspiring a **BOLD** Future*

JOB DESCRIPTION

TITLE: Elementary Librarian

QUALIFICATIONS: Bachelor's degree in Education or related field from an accredited institution required; Master's degree in Library Science of School Library Media *preferred*; familiarity with library management systems, online databases, and educational technology tools; experience working with diverse student populations; and knowledge of current teaching methods and educational pedagogy

CERTIFICATION: Must hold *(or be willing to obtain)* a valid Pennsylvania teaching certification in Library Science

REPORTS TO: Building Principal

ESSENTIAL FUNCTIONS:

Library Program Development:

1. Curate, maintain, and systematically weed a balanced collection of print and digital resources in accordance with Board Policy 109.1 and PSLA guidelines, ensuring alignment with district curriculum standards and age-appropriate developmental criteria for all elementary libraries.
2. Plan and deliver age-appropriate lessons and programs to promote literacy, critical thinking, and independent research skills for students in grades 3-5.
3. Plan lessons and develop activities for K-2 students to be delivered through paraprofessionals at each primary building.
4. Collaborate with classroom teachers to support curriculum needs and integrate library resources into lesson plans.

Information Literacy and Technology Integration

1. Teach students to navigate and evaluate online resources, databases, and library catalog systems.
2. Assist students with technology-related questions and promote the use of digital tools for research and learning.
3. Stay updated on emerging technologies and integrate relevant tools into the library program.

Library Operations:

1. Assist and oversee Library Paraprofessionals with managing daily library operations, including circulation, shelving, inventory, and maintenance of library materials.
2. Create a welcoming and inclusive library environment that encourages reading and exploration.
3. Assist with supervising student library use and ensure the space is conducive to both independent and group learning.

4. Oversee and support library staff, including Library Paraprofessionals and potential volunteers. Assign tasks, provide training, and ensure efficient daily operations of the elementary libraries.
5. Assist the building principals with library support staff evaluations.
6. Assist library support staff with library specific professional development as needed.
7. Selects and requisitions appropriate books, instructional aids, and other supplies and equipment and maintains inventory records.
8. Manage library catalog categorization and access designations in accordance with Board Policy 109.1, maintaining accurate records of parent/guardian opt-out selections (Attachment A) and individual access restrictions.
9. Process acquisitions through the district financial management system (Skyward) subject to building principal review, and coordinate overdue material notifications and record maintenance.

Student Engagement:

1. Promote reading and a love for books through book talks, reading challenges, author visits, and other creative activities.
2. Guide students in selecting materials that match their interests and reading levels.
3. Provide instruction on responsible use of information, including digital citizenship, copyright, and online safety.

Collaboration and Communication:

1. Collaborate with teachers, administrators, and support staff to promote school-wide literacy initiatives.
2. Coordinate with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participate in faculty meetings and committees.
3. Communicate with parents and the community to encourage library involvement and reading at home.
4. Participate in professional development and district library meetings to stay current on best practices in librarianship and education.
5. Continue to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research.
10. Encourage parental involvement in students' education and ensure effective communication with students and parents as needed.
11. Facilitate a positive learning environment by promoting and reinforcing students' adherence to the school's high standards of conduct and district policies, and establish clear expectations for pupil behavior that support a productive and enjoyable learning experience.
12. Knowledge of applicable federal and state laws regarding education and students.
13. Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

POSITION SPECIFICATIONS:

Physical Demands:	Ability to sit, stand, and walk for extended periods Frequent travel between district buildings Occasional travel to local, regional, and state meetings Frequent lifting and carrying – up to 15 to 30 pounds Manual dexterity to use office equipment
Sensory Abilities:	Visual and auditory acuity

Work Environment:	Generally a school-based environment Attending workshops during working hours
Temperament:	Ability to work as a coordinator and a member of a team Must be courteous and able to deal effectively with people Must be cooperative, congenial, and service-oriented Ability to work in an environment with frequent interruptions
Cognitive Ability:	Ability to follow written and verbal communications Ability to delegate as needed Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively
Specific Skills:	Ability to use computer technology efficiently Ability to operate office equipment Ability to lead and oversee library staff Knowledge of children's literature and best practices in library management
License:	Valid Driver's License

TERMS OF EMPLOYMENT: Annual salary, work schedule, and other conditions of employment in accordance with the York Suburban Education Association negotiated agreement.

The York Suburban School District is an Equal Opportunity Employer. We are committed to fostering an inclusive environment where all employees and applicants for employment receive equal opportunity in all aspects of employment. Discrimination on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other legally protected status is prohibited.

In accordance with the Americans with Disabilities Act (ADA), the York Suburban School District provided reasonable accommodations to qualified individuals with disabilities. If you need assistance or an accommodation due to a disability, please contact Human Resources at HR@yssd.org.

The York Suburban School District values diversity and inclusion and encourages individuals of all backgrounds to apply. We are dedicated to providing a work environment where everyone feels valued, respected, and empowered.