

## Librarian

<b>Job Title:</b>	Librarian
<b>Department:</b>	Instructional Support
<b>Reports to:</b>	Principal/Director
<b>Classification:</b>	Exempt
<b>Category:</b>	Professional Staff

### Summary

Librarians are responsible for providing student and staff support services.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Develop and implement Library Media Center policies.
- Organize and maintain LMC on a daily basis.
- Create an environment that encourages responsible behavior, use and enjoyment of, and respect for the LMC by students and staff.
- Develop, organize, and maintain the LMC's collection of print and non-print materials, and the related records thereof
- Administer special programs (i.e. book fairs, used book sales, birthday book club, instructional television, special promotions).
- Train and supervise all LMC personnel, both salaried and voluntary.
- Operate, manage and maintain the LMC's automated circulation/card catalog program and the LMC internet connection and multi-media stations.
- Select, receive, catalog, process, and maintain all LMC materials.
- Demonstrate ability to operate all LMC equipment and technologies.
- Develop and implement a planned library skills curriculum.
- Become knowledgeable about the total curriculum throughout the building.
- Work with teachers to integrate LMC resources and technologies into classroom lesson plans.
- Provide orientation and guidance for students and staff in the use of the LMC and the location of materials.
- Motivate and guide pupils in the development of reading, viewing and listening skills, attitudes and appreciation.
- Instruct students in the development of Library skills which allow them to use the LMC independently.
- Provide a relevant professional collection for the professional growth of the faculty and staff.
- Participate actively in professional organizations, coursework, and in-service activities.
- Have a working knowledge of national and state legislation and regulations affecting the LMC and apply this to LMC operation.
- Advocate for the uniqueness of the students by demonstrating the ability to identify and investigate the developmental needs and learning capacities of the students served.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

Supervise students at all times.

### Qualifications

**Education** - Bachelors Degree (or higher) in Library Science

**Certificates, Licenses, Registrations** - Valid Missouri Teaching Certificate

# Librarian

## Skills and Abilities

### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.

Complete forms, write reports and engage in written correspondence with parents.

Present information effectively and respond to questions.

Write clear and complete lesson plans.

### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference.

Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **Reasoning**

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations.

Interpret instructions presented in written, oral, diagram or schedule form.

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

### **Other Skills and Abilities**

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly.

Establish and maintain effective relationships with students, peers and parents.

Perform multiple tasks simultaneously.

### **Technology**

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use.

Use district software for finding student information.

Utilize smart boards, projectors and other instructional technology provided by the district.

## Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.

Move around the classroom.

Read handwritten or printed material.

## Attendance

Consistent and regular attendance is an essential function of this position.

## Conditions and Environment

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position will regularly work in a school environment that is noisy and active.

Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor activities.