

SCHOOL LIBRARIAN

POSITION TITLE:

School Librarian

CONSULTS WITH:

Superintendent, Principals, Professional Staff and Students.

EMPLOYMENT:

9-Month Term of Employment

BASIC FUNCTION:

To serve the total educational program by providing a variety of library services.

BASIC RESPONSIBILITIES:

1. To promote the school's educational program through good library services to teachers and students.
2. Select and order library materials, balancing the collection, bringing new things to the attention of teachers, processing materials, checking on orders, classification, cataloging, stamping, maintaining the card catalog, previewing, circulation routines, and housekeeping.
3. Teach the use of the library and its materials to classes, individuals, and faculty. Provide teaching materials to teachers, and students.
4. Coordinate the purchasing of materials for the three areas of the library: Visual Aids, High School, and Elementary.
5. Complete all required records and reports.
6. Implement the "LIBRARY POLICY" and "CURRICULM GUIDELINES" as approved by the Board of Education.
7. Assume such other duties and responsibilities as may be assigned by the Secondary or Elementary School Principals.
8. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
9. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
10. Provide background information, which will enable pupils to make intelligent judgments in their daily life.
11. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
12. Provide materials representative of the many religious, ethnic and cultural groups: and their contributions to our American heritage.
13. Place principle above personal opinion and reach above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
14. Media selection will be at the direction of the librarian and the administration.
15. Weeding of the book as set forth by the A.L.A.
16. Books will be censored at the discretion of the librarian and the administration.
17. Assume any other task as may be assigned by the administration.

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 the essential functions.

The employee is required to frequently work within a confined area. The employee sits at a desk for substantial portion of assigned time, with intermittent standing, walking, stooping, squatting and reaching to shelve or remove books and other library materials. Some positions may involve lifting of up to 50 pounds. Duties may also require extended periods of standing, walking, occasional periods of climbing or balancing, and keyboarding. [The employee should possess sufficient hearing to hear conversations in person and on the telephone.] Vision requirements include close vision and the ability to adjust focus.