

JOB DESCRIPTION: SCHOOL LIBRARIAN

QUALIFICATIONS:

A highly qualified candidate will be state certified as a school librarian, have completed a teacher preparation program/ educational degree, and hold a master's degree from a program accredited by the American Library Association or from a master's level program in library and information studies.

REPORTS TO: School library supervisor/department head [in a large building] and building principal

SUPERVISES: Paraprofessional(s) who comprise the school library staff, and, if applicable, volunteers, student assistants

JOB GOALS: To ensure that students and staff are effective users of ideas and information
To empower students to be critical thinkers, enthusiastic readers, skillful researchers, ethical users of information
To instill a love of learning in all students and ensure equitable access to information
To collaborate with classroom teachers to design and implement units of instruction, assess student learning
To align the School Library Program (SLP) with the mission, goals, and objectives of the school / school district

TERMS OF EMPLOYMENT: Teacher work year plus extended-year days

EVALUATION: Performance of this job will be evaluated in accordance with district policies.

ROLES AND RESPONSIBILITIES

TEACHER:

- collaborates with classroom teachers as a partner in the instructional process
- collaborates to design, teach, and assess learning experiences that incorporate inquiry learning, information literacies in their formats, critical thinking and self-assessment
- provides and plans professional development
- promotes a love of reading and lifelong learning
- promotes instructional technology to improve learning
- teaches students to build on prior knowledge to construct new knowledge

LEADER:

- serves on decision making teams, school improvement and accreditation activities; presenting at meetings
- benchmarks the SLP to school, state, and national standards
- stays current in professional practices, educational research; maintains active professional memberships
- advocates for SLP through an effective public relations program
- collects and analyzes data to improve instruction; demonstrates correlations between the SLP and student achievement
- administers the SLP budget to support program goals
- participates in the recruiting, hiring, training and supervising of library staff and volunteers; evaluates support staff

SCHOOL LIBRARIAN:

- fosters a creative, flexible environment so that the school library is an essential part of the learning community
- develops and maintains resources appropriate to the curriculum, the learners, and instructional strategies of the school community
- cooperates and networks with other libraries/agencies
- establishes procedures for selection, acquisition, circulation, resource sharing of resources in all formats
- evaluates, promotes and uses existing and emerging technologies to support teaching and learning
- promotes the ethical use of information: copyright, fair use, and licensing of intellectual property

