

JOB TITLE  
SCHOOL MEDIA LIBRARIAN

DIVISION  
DISTRICTWIDE INSTRUCTIONAL  
PROGRAMS

REPORTS TO  
PRINCIPAL

SALARY SCHEDULE & GRADE  
III

LENGTH OF WORK YEAR  
187 DAYS  
194 DAYS - ONE LIBRARIAN  
IN A SCHOOL

DATE  
AUGUST 8, 2005

SCOPE OF RESPONSIBILITIES

Provides a well-balanced media center, containing materials in all formats, equipment, and a program of services which enhances and supports the school's educational goals and objectives by providing access to information and ideas for students, faculty and staff, under the supervision of the Principal.

PERFORMANCE RESPONSIBILITIES

1. Organizes and administers the library media center's program of services to students and teachers, to support the curriculum and to further the goals of the school.
2. Conducts an annual needs assessment and evaluation of the library media program through surveys, etc.; maintains a balanced, relevant library media collection, discarding worn and obsolete materials and equipment as necessary; selects and orders library materials in all formats (i.e. book, periodical, audiovisual, electronic, etc.), using professional selection methods and in cooperation with teachers.
3. Establishes efficient routines and procedures for the circulation, utilization and maintenance of the library medial and equipment.
4. Plans the budgeting and expenditure of funds allotted to the library program to reflect the requirements of the curriculum, subject to the Principal's approval.
5. Provides instruction to foster competence and stimulate interest in reading, viewing and using information and ideas in a wide variety of formats.
6. Assists, instructs and encourages teachers in using library materials and equipment, as needed or requested; cooperates with and assists teachers in planning instruction that will utilize library resources.
7. Schedules, trains and supervises the library media staff (clerks, parent and student volunteers).
8. Participates in faculty and librarians' meetings and in library and educational professional meetings and conferences to increase library expertise.
9. Maintains appropriate lines of communication with the director library media services, including the preparation of periodic statistical, financial and other reports as required.
10. Duties may include performance of health services, for which training will be provided.
11. Performs other duties as assigned by the Principal.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Kentucky Certification as Librarian for appropriate grade levels

DESIRABLE QUALIFICATIONS

1. Broad educational background encompassing a wide range of subject areas

080508  
05153-07-900