



# Librarian Job Roles and Responsibilities

## Instructional Partner

- Maintain a library space that is welcoming, flexible, and ready for instruction or collaboration\*
- Teach & integrate library digital resources and other technology resources in lessons/units (library or classroom)\*
- Gather information about skill gaps and instructional needs on the campus through various sources such as attending PLCs or communicating with other staff (ICs, testing coordinators, teachers, APs, etc.) in order to offer resources as needed and identify ways to make instructional connections in the library.
- Plan & collaborate with teachers (includes curating resources) using knowledge of content, curriculum, and instructional goals to connect to classroom instruction
- Teach students (information literacy, RLA literacy, inquiry, transformative & enriching)
- Plan & implement meaningful reading events, challenges & programs to foster a love of reading\*
- Plan & implement transformative & enriching experiences in collaboration with teachers using a variety of technologies including low-tech
- Teach students & staff how to access & effectively use resources in the portal\*
- Collect & analyze data to improve instruction & library program (Activity report & reflection on activity report)\*
- Continuous learning as a librarian by attending Library PLC meetings, annual conference (as possible), library webinars, and other PL opportunities \*

## Campus Leader

- Serve on decision making and leadership teams in the school
- Take an active role in school improvement efforts and initiatives, supporting campus vision
- Plan and provide professional learning for staff (large group, small group, and 1:1)
- Ensure that library program goals are aligned with school and district vision & improvement plans
- Use desired learning outcomes or evident learning gaps when planning & collaborating
- Develop a culture of literacy on the campus
- Help plan campus events

- Collect & analyze data to improve instruction & library program (Activity report & reflection on activity report)\*

## **Information Specialist**

- Share expertise by presenting professional learning to staff & parents
- Share information on district policies and best practices concerning such issues including selection of instructional materials, self-selected reading, reconsideration of materials, copyright, privacy, digital citizenship, and acceptable use of technology
- Teach & integrate library digital resources and other technology resources in lessons/units (library or classroom)
- Cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school
- Understand copyright, fair use, and licensing of intellectual property, and assist others with their understanding and observance of these
- Read widely in the area of children's and/or young adult literature
- Select, purchase, and circulate books using district selection & circulation policies
- Continuous learning as a librarian by attending Library PLC meetings, annual conference (as possible), library webinars, and other PL opportunities \*

## **Program Administrator**

- Evaluate the library program using the MISD Library Program Framework
- Collect & analyze data to improve instruction & library program (Activity report & reflection on activity report)\*
- Plan & implement meaningful reading events, challenges & programs to foster a love of reading\*
- Select, purchase, and circulate books using district selection & circulation policies\*
- Organize the collection for maximum and effective use.
- Collect data that is used to inform continuous program improvement (Activity Report)
- Supervise and evaluate support staff, which may include clerical assistants, volunteers and student workers.
- Administer the library program budget to support specific program goals.
- Maintaining a library space that is welcoming, flexible, and ready for instruction or collaboration\*
- Select and use effective technology applications for management purposes.
- Set a flexible schedule for student & staff access to library space, resources & librarians

\*indicates responsibility that falls within multiple roles