

USD 417 Libraries  
School Librarian Job Description

## **JOB DESCRIPTION**

The Building level school media specialist is responsible to the principal for the operation of the library media center. In carrying out these responsibilities, the school librarian:

1. Demonstrates a thorough knowledge of curriculum, instruction, multimedia, information and instructional technologies, and the library program.
2. Develops short- and long-term goals and objectives for the school library media center program.
3. Develops policies concerning operations and maintenance of the school library media center program.
4. Determines quality programs through continuous evaluation by faculty, and administrators.
5. Develops and upholds a board of education approved instructional materials selection policy which includes copyright regulations. Here is a Fair Use guide from the U.S. Copyright Office -- <https://www.copyright.gov/fair-use/more-info.html>. Other [copyright links](#) are on the library website.
6. The budget is based on the previous year's budget. Approximately \$16 - \$20 per student is a budget guideline for annual book purchases. Other expenses to plan for are supplies, online card catalog system (Destiny), audio subscriptions (jr/sr for District), ILL annual fee (jr/sr for District), and a minimal newspaper allowance. Provide an Annual report of expenses and subscriptions and demonstrate examples of students and teachers using the library to enhance instruction, practice skills, and build subject mastery. SHOW how the expense of the library benefits everyone in school.
7. Organizes and arranges all types of media and equipment for ease of accessibility and maximum usage.
8. Recommends criteria for selection of student library help. Supervises and evaluates library aides and student library assistants. Be grateful. They are saving you hours of time.
9. Maintains an effective public relations program to publicize library media center programs and resources among students, parents, faculty, and stakeholders.

- a. Builds a public relations program that communicates the role of the school library program and its contributions to the goals and objectives of the school.
  - b. Attends faculty and departmental meetings.
10. Helps develop district subject-area curriculum and coordinates building-level school library programs with the adopted curriculum.
  11. Reviews the collection regularly, insures materials meet criteria for equity, and withdraws and removes outdated and worn items, including equipment, from the school.
  12. Promotes and utilizes computers and other technologies and provides instruction in the operation of equipment and software necessary to useful information in any format.
  13. Maintains professional relationships with teachers and informs them about new materials.
  14. Promotes life-long reading and learning.
  15. Provides sequential instruction for the use of the school library media center and its resources.
  16. Continues professional growth and development including participation in education and library associations.
  17. Works cooperatively with all librarians to share resources and facilitates access to information and materials outside the school through interlibrary loan, networking and other cooperative agreements and online searching of databases.
  18. Provides instruction, materials, and equipment for the production of audiovisual materials including but not limited to: photography, photoshop, and Canva. (Jr/Sr High only)
  19. Performs ongoing evaluations in light of stated goals and objectives, making program modifications as needed.
  20. Promotes a positive educational environment in the school library.
  21. Participates in planning for new school library facilities and/or the remodeling of current quarters.
  22. Has a working knowledge of national and state legislation affecting the school library media program and applies this to library operations.

- a. Understands provisions of the copyright law.
- b. Keeps abreast of federal and state grant programs.

23. Troubleshoots common technology issues for staff and students in a timely manner including devices, user accounts, online subscriptions, and state assessments. Issues new and loaner devices and equipment to staff and students as necessary, and sends broken devices or equipment to the Technology department for repairs. Communicates larger technology issues with technology department. Attends technology committee meetings. Maintains a record of student loss of computer privileges including reason and duration. The Tech Director has developed a Tech Leader Protocols document that may be useful. Refer to him.

### **Student Assistants**

Report to the Librarian.

Qualifications: To qualify for the volunteer service program for students in the school library, the student should meet the following criteria: passing grades, infrequent absences, punctuality and dependability, good common sense, neatness and friendliness.

Knowledge, skills and abilities: While there are no specific skills required, dependability is an absolute must, and a lazy assistant who is not dependable will be transferred into another area. For able assistants, training will be provided. A check-list of duties which may be performed by the assistant appears in the management section of this manual.

#### **CHECKLIST FOR STUDENT AIDES**

- ☐ Check in returned books (be sure barcode number matches)
- ☐ Shelf books
- ☐ Straighten shelves
- ☐ Update/troubleshoot computers
- ☐ Update bulletin board
- ☐ New displays
- ☐ Inventory
- ☐ Stamp new materials
- ☐ Put covers on books if needed
- ☐ Repair books
- ☐ Bar code numbers on books if needed
- ☐ Update web page
- ☐ Any and all clerical tasks
- ☐ Any and all promotional material

Make use of your students. The kids drawn to the library are either creative or detail oriented, and you can use their skills to shorten your work day!!!!

### District Employed Library Aide at CGES and PHES

#### Library Aide Expectations

1. Check books out for individuals and classes with politeness and encouragement.
2. Run overdues once a month and distribute them to teachers and students.
3. Pull books and information for teachers when requested.
4. Deliver equipment when needed.
5. Have all books reshelfed on Friday afternoons.
6. Return from lunch in a timely manner.
7. Use time when not helping teachers or students to accomplish tasks in the library that need to be finished. (Covering books, reshelfing, mending, dusting, etc.)
8. Mend books at least once a month as needed.
9. Laminate at least twice a week.