

SPS Classified Library Manager — Roles and Responsibilities

Duties and Responsibilities:

Maintenance of and Access to Library Collections

- Promote, schedule, and facilitate the use of library resources and equipment
- Maintain an organized library collection, which includes processing, inventorying, shelving, and repairing materials and resources in accordance with approved district library policies and procedures
Note: Selecting materials, cataloging, and deselecting materials should be done by or under the supervision of a licensed teacher librarian.
- Circulate library materials, which includes creating overdue notices, preparing reports, managing patron accounts, and finding materials on behalf of patrons
- Facilitate access to digital resources such as educational subscriptions, online databases, and e-book collections
- Sign in, navigate, and be able to use Destiny to request items, fulfill requests, and approve book reviews.

Support Student Learning

- Support reading engagement activities, which may include read-aloud, book talks, reading promotion programs, book fairs, and displays
- Positively interacts with students.
- Maintain order by monitoring and supervising student behavior
- Work with a Certified Teacher Librarian to provide library media instruction
 - Elementary: Implement library activities [k-5 curriculum](#)
- Guide library patrons in locating and using library materials and related technology
 - Secondary: Implement library activity [6th-9th grade mini lessons](#)
- Identify and gather materials requested by the students and teaching staff to support instruction and promote reading.

Resource Management

- Manage student devices curriculum materials, including check in/out to teachers, and inventory.
- Work with library staff across the district to manage materials based on student enrollment.
- Work with the principal to facilitate the movement of curriculum materials related to building staff changes.

Additional Responsibilities

- Communicate clearly and appropriately with students, school staff, and families
- Train and direct the work of volunteers and student assistants in the library
- Maintain organized library records
- Maintain confidentiality regarding student and staff records and transactions

Technology Skills

- Demonstrates privacy and internet safety
- Basic problem-solving including restarts and powerwashing Chromebooks

- Safe, share, and print documents, including in Google Drive
- Can access Google Drive Documents and Shared folders