



Librarian – Middle School

JOB DESCRIPTION

The Librarian, under the direction of the Principal, assumes responsibility for the operation of the library, including the maintenance of a positive learning environment for students engaged in library research and related study activities.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

State Librarian certification

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Destiny library operating system preferred.

DUTIES AND RESPONSIBILITIES

1. Acquires books and other material relevant to the demands of the curriculum for recreational reading and use, and orders and prepares for use all library materials received
2. Develops and maintains management and records systems by maintaining an accurate circulation system.
3. Establishes procedures for the return of overdue books
4. Takes an accurate and complete inventory each year and keeps books and other materials and equipment in good condition
5. Provides resources to instructional personnel by working cooperatively and constructively with instructional and administrative staff of the school
6. Provides information about new materials and makes them available to staff and students
7. Encourages teachers to suggest materials to be purchased for implementation of educational programs
8. Instructs students in the use and resources of the library
9. Maintains accurate student accounting records and other reports in compliance with local and state requirements
10. Participates in in-service workshops
11. Attends, local, state, and/or national professional conferences or workshops
12. Engages in activities/organizations and reads journals designed to keep abreast in the field of library science
13. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbally and written), interpret policy and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), balance, stoop, kneel, crouch, pull, push, reach, hear, speak, distinguish colors, and possess visual acuity.

PAY SCALE: Teacher, Nurse, Librarian Pay Scale

NUMBER OF DAYS: 190

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The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*