

Litchfield School District - SAU 27

POSITION TITLE: SCHOOL LIBRARIAN – ELEMENTARY AND MIDDLE SCHOOL	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 5/19/10
General Purpose:	The School Librarian shall oversee the Library Media Center and teach library classes to elementary grade level students. They shall provide students with an enriched library media environment containing a wide variety and range of materials and technologies to encourage intellectual growth and literacy, and to aid all students in developing the skills needed to take full advantage of the library/media resources available.
Reports to:	Principal
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

- Instructs students in manual and electronic skills in the retrieval, evaluation, and utilization of information to enable students to become independent learners.
- Provides specific information and resources in response to reference requests and recommends resources that support the curriculum.
- Provides studies of multiple authors, illustrators, and genres of literature.
- Promotes the use of award winning and award nominated books.
- Strives to promote a desire for students to become life-long readers and learners.
- Instructs elementary grade level students in library classes including research and information literacy.
- Integrates the teaching of library/media skills into the curriculum.
- Administers the library media program budget.
- Selects materials that reflect curricular and instructional objectives, informational, and recreational needs of students and teachers.
- Responsible for manually and electronically classifying, cataloging, and maintaining all print and non-print media.
- Trains, supervises, and evaluates support staff, volunteers, and student helpers.
- Understands copyright, fair use, and licensing of intellectual property, and assists users with their understanding of these laws.
- Encourages students in reading and literature appreciation.
- Analyzes the needs of the school, maintains inventories of materials and equipment to meet the needs and manages the maintenance of materials in the Library Media Center.
- Responsible for the requisition /ordering of Library Media Center materials, and cataloging of them.

This job description is not intended to be all inclusive, and employees will also perform other tasks and assume other responsibilities as assigned by supervisor(s).

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed by Administrators in cooperation with the Superintendent and in accordance with School Board policy and the Litchfield School District Professional Educator Evaluation Plan.

TERMS OF EMPLOYMENT: Contracted 186 days + 10 extra days agreed upon by the Principal and School Librarian; exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree

Necessary Knowledge, Skills and Abilities:

Specific skill-based competencies required to satisfactorily perform the functions of the job, including:

- Knowledge of a wide variety of library and media resources
- Ability to effectively communicate information both orally and in written form and to a diverse group
- Ability to plan and manage budgets based on needs and resources available
- Ability to effectively teach students and encourage them to grow intellectually
- Knowledge of technology and ability to effectively utilize technology in managing the School Library Media Center
- Knowledge of current standards regarding student literacy, and technology related laws
- Ability to collaborate with professionals, parents, and community

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Valid NH Department of Education certification, Endorsement as a Library Media Specialist, or Statement of Eligibility for such certification

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Rarely required
4. Fine Manipulation:	Frequently required
5. Controls and Equipment:	General office and library equipment, Computer, telephone, copier

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tiled floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>											
Sit	<u>1</u>	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8				
Stand	<u>1</u>	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8				
Walk	<u>1</u>	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8				

Work Performed: **Inside: 99%**
 Outside: Up to 1%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Necessary

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

Classroom and library environments. Occasional physical contact with children including physical contact needed for restraint of children. Possible exposure to bodily fluids.

Other Considerations and Requirements:

Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.