

## Litchfield School District - SAU 27

<b>POSITION TITLE: SCHOOL LIBRARIAN – HIGH SCHOOL</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>5/19/10</i>
<b>General Purpose:</b>	The School Librarian shall oversee the Library Media Center. They shall plan and establish an enriched media environment containing a wide variety of materials, technologies, and services that will foster and promote intellectual growth. They shall aide all students and staff in acquiring the skills needed to take full advantage of media resources available and to become independent life-long learners.
<b>Reports to:</b>	Principal
<b>Supervises:</b>	N/A

### **POSITION DUTIES AND RESPONSIBILITIES:**

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

#### Instructional:

- Teaches media literacy skills in the retrieval, evaluation, and utilization of information to enable students to become independent learners.
- Integrates library/media skills instruction with the curriculum.
- Teaches the principles of research, including the identification of authorities in various disciplines, at various grade level.
- Instructs students and staff in equipment operation

#### Library Administration:

- Assesses the informational and instructional needs of students and teachers based on the established curriculum.
- Establishes short and long range goals based on identified needs; the goals and objectives of the school district, state, and national guidelines, and research findings.
- Prepares, justifies, and administers a library media program budget.
- Develops procedures that assure optimum use of materials, equipment, facilities, and staff to support the curriculum.
- Trains, supervises, and evaluates support staff, volunteers, and student helpers.
- Adheres to federal and state laws pertaining to media including those regarding copyright, privacy, and access to materials.
- Prepares statistical records and written reports.
- Assesses, and implements the use of new technologies for library media center management, educational applications, and information retrieval.
- Evaluates the library media program based on established goals and standards.

#### Collection Development:

- Develops selection policies that reflect curricular and instructional objectives, and informational and recreational needs of students and teachers.
- Develops criteria for evaluating and selecting specific print and non-print materials and equipment.
- Develops a collection of bibliographic aids, tools, and other sources to obtain current reviews and information about materials and equipment.
- Develops and implements procedures for preview, evaluation, selection and acquisition of materials and equipment consistent with the district policy.
- Re-evaluates and maintains materials and equipment.

### Organization and Management of Media and Equipment:

- Manually and electronically classifies and catalogs all print and non-print media according to professionally accepted systems.
- Organizes and maintains a current catalog and shelf list of all media.
- Implements procedures for initial processing, circulation, maintenance, service, and inventory of equipment and materials.

### Utilization of Resources:

- Uses a variety of ways to access information, including the use of new technologies.
- Provides specific information and resources in response to reference requests and to recommend resources that support the curriculum.
- Conducts programs that include guidance in reading, listening, and viewing experience.
- Assists students and staff in identifying, obtaining, using and/or producing media in appropriate formats for specific learning objectives.

### Leadership and Communication:

- Participates in the continual development of the curriculum.
- Communicates the philosophy and goals of the school library media program to the students, staff, and community at large.
- Informs the school community of materials, equipment, and research, including current developments in the field of instructional technology.
- Involves students and staff in establishing goals and objectives of the media program.

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 Center
- Knowledge of current standards regarding student literacy
- 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.