

SCHOOL LIBRARIAN JOB DESCRIPTION

Qualifications:

- Preferred Bachelor's Degree
- Preferred Librarian Certificate

Reports To: Building principal and assigned evaluator.

Supervises: Paraprofessional(s) who comprise the school library staff and, if applicable, volunteers and student assistants

Responsibilities of the School Librarian as Teacher, Leader, Instructional Partner, Information Specialist, and Program Administrator

The school librarian:

- Collaborates and co-teaches with classroom teachers to establish to develop inquiry-based learning experiences
- Develops and maintains a teaching and learning environment that is fun, inviting, safe, flexible, collaborative, inclusive, and conducive to learning
- Supports learners' success by guiding them to read for understanding, breadth, and pleasure
- Empowers learners to work with each other in successful collaborations and to constructively assess their own work and the work of their peers.
- Models digital citizenship and safety and adherence to copyright and fair use requirements
- Teaches all staff and students to engage with and use information in a global society
- Supports learners by collecting, organizing, and sharing resources of personal relevance
- Collaborates with other educators and at the district level.
- Develops and supports the school's and the school library's mission, strategic plan, and policies
- Manages the staff, budget, and the physical and virtual spaces of the school library
- Evaluates, introduces, and models emerging technologies for the learning community, and uses technology tools to supplement school resources
- Participates by building relationships with organizations and stakeholders in the community.
- Support district assessment coordination
- Support district initiatives.
- Other Duties as assigned.

Terms of Employment: Educator work year.

Evaluation: Performance of this job will be evaluated in accordance with district policies.

