



Sequoia Union High School District

Job Description

JOB TITLE:	Librarian/Media Specialist
ADMINISTRATIVE RELATIONSHIP:	The librarian is directly responsible to the principal
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.), valid Librarianship/Library Media Services Credential and knowledge of the use of technology.
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	185 days
LOCATION:	Various
BOARD APPROVAL:	July, 1993

BRIEF DESCRIPTION OF POSITION

The librarian plans and implements a program which includes library, textbook, audio-visual and, as appropriate, electronic information retrieval responsibilities. The librarian also assists the classroom teachers in planning, teaching and implementing a coordinated program of instruction in library/information retrieval skills at all grade levels.

DUTIES AND RESPONSIBILITIES

1. Evaluate and provide a library/information center program with services and materials adequate to meet the needs of the curriculum, the students, and the school community, as well as to meet state and national standards.
2. Provide resources and materials that are supportive of the total educational program, including books, pamphlets, periodicals, computer software and audio-visual materials.
3. Assist the classroom teacher in planning, teaching and implementing a coordinated program of instruction in library/information retrieval skills at all grade levels.
4. Instruct students and faculty in the use of library materials and equipment.
5. Schedule the use of the library by classes, groups and individuals.
6. Create and maintain an atmosphere conducive to effective library use.
7. Prepare special and selected bibliographies upon request.

8. Establish and supervise routines and procedures for evaluating, selecting, ordering, cataloging, processing, circulating and accounting for library, textbook, software and audio-visual materials.
9. Train and supervise clerical staff assigned to the library.
10. Prepare and administer the library, textbook, audio-visual and computer software budgets.
11. Maintain accurate records of library, textbook, software and audio-visual holdings.
12. Weed obsolete and worn materials from collections on a regular basis.
13. Publicize the services, resources and new acquisitions of the library.
14. Keep faculty informed of materials available for professional growth.
15. Participate in departmental, faculty, and department chair meetings.
16. Supervise other-than-library activities as assigned.
17. Cooperate with school and community libraries and organizations.
18. Prepare reports as required.
19. Participate in library and other educational and professional associations on the local, regional, state and national level and be familiar with and use current educational research, trends, methods, and materials.
20. Perform other related duties as assigned by the principal.