

**Librarian
Job Description**

Burrton, USD 369

Purpose: The Librarian helps students and staff make full use of the services and resources of the school library program. In order to create a positive learning environment, the Librarian must work closely with other staff and the administration of the District.

Responsible to: Principal

Payment rate: According to negotiated agreement

Qualifications:

1. Master's Degree from an accredited college/university or enrollment in LMS masters program.
2. Current Kansas State Teaching License with appropriate endorsement.
3. Teaching experience preferred.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Help students and staff make full use of the services and resources of the school library program.
2. Facilitate the personal, social, and intellectual development of students.
3. Establish a positive learning environment and respond to the individual educational needs of students.
4. Ensure all activities conform to District guidelines.
5. Communicate and work effectively and cooperatively with members of the school district and community.
6. React to change productively and handle other tasks as assigned.
7. Work to implement the vision and mission of the District and building.
8. Work with a variety of technology/computer systems.
9. Model commitment and dedication to work.

Physical Requirements/Environment Conditions:

1. Requires prolonged sitting or standing.
2. Regularly required to move around a library using hands, fingers, speaking, and hearing.
3. Must have physical stamina to maintain job responsibilities.
4. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials – should be able to lift 40 pounds.
6. Occasional to frequent stooping, bending, kneeling, turning, and reaching.
7. Must maintain appropriate levels of personal hygiene and sanitation.
8. Must work indoors year-round and occasionally outside.
9. Must be able to work in noisy and crowded environments with numerous interruptions.

General Responsibilities:

1. Establish an effective program of library-skills education, using time, materials, and resources effectively.
2. Procure and maintain an appropriate inventory of books, non-book materials, equipment, and supplies for the library.
3. Monitor overdue books, and contact parents concerning return or payments.
4. Coordinates the library skills program with classroom teachers.
5. Uses a variety of research-based instructional practices and current resources that support student learning
6. Works with a variety of technology/computer systems.
7. Maintains library database records.
8. Schedules the use of the media centers.
9. Schedules and supervises library aide, student workers, or volunteers.
10. Motivate student through effective communication and evaluative feedback.

11. Demonstrate awareness of the needs of students and provide for individual differences.
12. Set high expectations for student achievement and behavior.
13. Demonstrate effective interpersonal relationships with others.
14. Establish and maintain a positive climate for learning through appropriate classroom management.
15. See that district policies are observed during all activities.
16. Attend and assist when necessary with school events such as musical programs, athletic, student recognition ceremonies, graduation, book fairs, etc...
17. Keep current on new information, innovative ideas and technologies by attending staff development activities and participating in professional growth opportunities.
18. Obtain advance approval of the Principal for all activities and expenditures according to the current budget.
19. Keep student information and records confidential.
20. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Assume other duties as assigned by Principal or Superintendent.

Terms of Employment: Salary and work year in accordance with the current negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of Kansas Statutes, Board of Education policy, and the negotiated agreement procedure on evaluation of certified personnel.