



# Roundup Public Schools

School District No. 55 and 55-H  
12 Main Street  
Roundup, Montana 59072

## **CERTIFIED STAFF JOB DESCRIPTION LIBRARIAN (ELEMENTARY) REVISED & BOARD APPROVED 1/9/2023**

### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

**It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.**

### **NATURE OF POSITION**

- a. The Elementary School Librarian is under the direct supervision of the Building Principal and will be responsible to coordinate library activities.
- b. The Elementary School Librarian must adhere to all the policies set forth for the classroom teacher.
- c. The term of employment is for 197 days with the date for reporting for work set by the Superintendent.
- d. Salary and fringe benefits will be according to the Master Agreement.
- e. Shall be entitled to all the teacher benefits as listed on the current certified teacher salary schedule in the Master Agreement. The additional 10 days will be compensated as a daily rate stipend based on the certified teacher salary schedule.
- f. Conditions of employment not specifically noted in the Master Agreement or state statutes are retained by the Board of Trustee.

### **ESSENTIAL FUNCTIONS:**

- a. Responsible for building a school library collection to support the educational goals of the District, and involves staff in the selection of library materials.
- b. Responsible for overseeing the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library.
- c. Coaches instructional staff in support of curriculum, information technology, and information management.
- d. Participates in grant proposals
- e. Instructs students in developing research skills and related ethical use of technology
- f. Maintains a working knowledge of, builds, and arranges specialized information resources.
- g. Teaches students and staff to use emerging learning technologies for school and lifelong learning.
- h. Establishes and models a powerful, fashionable and ubiquitous culture of reading in the school community.
- i. Motivates and guides students to read for enjoyment and understanding.
- j. Provides accessibility of library facilities and materials for the students and staff.



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## **DESIRED MINIMUM QUALIFICATIONS:**

- a. Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if enrolled in an internship.
- b. Ability to effectively present information and respond to questions from students, parents, staff.
- c. Possesses a good basic understanding of budgeting, record keeping, inventories, and the ability to organize.
- d. Must be cooperative in working with teachers, administration, other employees of the district and the public.
- e. Ability to handle stressful situations.
- f. Ability to effectively manage time and responsibilities.
- g. Must work to project a positive image for the library.
- h. Be dependable, accurate, and neat in performance of duties.
- i. Ability to maintain confidentiality of employment and student matters.

## **EQUIPMENT USED:**

A variety of electronic and technology devices, copier, fax machine, telephone/voice mail.

## **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually quiet.

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

## **MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*