



4. Effectively plan school library program to meet identified needs.
  5. Assist in preparation of bibliographies and curriculum guides.
  6. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.
  7. Coordinate development and maintenance of community resource file.
  8. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
  9. Use appropriate and effective techniques to encourage community and parent involvement.

**Student Management:**

10. Carry out discipline in accordance with board policies and administrative regulations.
  11. Interact with students to promote positive attitudes.

**Administration:**

12. Compile budget and cost estimates based on documented program needs.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
  14. Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
  15. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
  16. Comply with all district and campus routines and regulations.

**Communication:**

17. Maintain a positive and effective relationship with supervisors.
  18. Communicate effectively with colleagues, students, and parents.
19. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise clerical aide(s), student aides, and volunteers.

**Supervisory Responsibilities:**

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Climbing, stretching, frequent light lifting of books, boxes.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*