

# SCHOOL LIBRARIAN

## Job Description

### Qualifications:

1. Holds West Virginia certification as a school librarian or in school library media.
2. Thorough knowledge of curriculum, instruction, multimedia, and information and instructional technologies as demonstrated in the personal interview.

Immediate Supervisor: Principal

### Duties and Responsibilities:

1. Prepare and administer a library budget that provides for the acquisition of materials to support the curriculum and meet the varied interests and abilities of students.
2. Coordinate the selection, ordering, circulation, and inventory of all library materials.
3. Make resources available to students and staff through a systematically organized collection that includes weeding to provide the most accurate and up-to-date information.
4. Schedule the use of the library for maximum accessibility to materials, equipment, and services.
5. Create an appropriate climate that defines expected behavior, enforces disciplinary policies in a consistent manner, and works to develop within each student a sense of self-discipline.
6. Instruct students on a formal and informal basis in skills related to reading, research, and in the use of information and instructional technologies.
7. Plan cooperatively with teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum.
3. Contribute to overall curriculum planning in the school through participation on curriculum committees.
9. Be articulate about intellectual freedom issues and manage challenges to materials knowledgeable and diplomatically.
10. Remain informed about current and future trends by attending professional workshops and reading professional literature.
11. Perform other job related tasks as assigned by the principal.

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Jackson County Board of Education