

CENTRAL SCHOOL DISTRICT

Job Title: District Librarian - *Position not in use*

Occupational Group: Certificated

Reports to: Assistant Superintendent,
Student Achievement and Educational Services

Work Year: 185 days

Date of Board Approval: 7/18/1996

DEFINITION

The District Librarian provides a vital leadership role to insure that our Library Media Centers are exciting and energetic centers for learning which supports the instructional program at every grade and in every instructional area. This leader works under the direction of the Assistant Superintendent, Student Achievement and Educational Services and in cooperation with all schools and principals.

QUALIFICATIONS

Education/Certification:

- Appropriate California Credential.
- Must obtain within six (6) months of employment CPR training and keep current.
- Possession of a valid California Motor Vehicle Operator's License.

Ability to:

Provide Leadership in the development of the library/media program to provide effective support to the entire instructional program; communicate effectively with students, staff, and parents; work collaboratively with colleagues.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Instruct students in library use. **E**
2. Conduct professional meetings of the library/media staff. **E**
3. Participate in the selection, training, placement, supervision and evaluation of library/media staff. **E**
4. Provide staff inservice specifically related to educational media and equipment. **E**
5. Participate in and promote school wide efforts to develop programs for the proper use of technology in the instructional and support programs. **E**
6. Participate in district level meetings designed to coordinate and/or improve library programs and services. **E**.
7. Serve as the liaison with school and public agencies in order to meet the educational needs of students and staff. **E**
8. Supervise the selection, acquisition, cataloging, circulation, maintenance, and inventory of all library/media materials and equipment. **E**
9. Assist staff with production of media materials.
10. Write and administer government projects pertaining to library/media programs. **E**
11. Prepare, allocate, and expend the library/media budget. **E**
12. Perform other related duties as assigned.

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier.

WORKING CONDITIONS

Office environment, subject to interruptions; subject to driving from site to site; ability to work at a computer terminal for extended periods of time.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs.