

Window Rock Unified School District No. 8

Position Description

Position Title	Librarian
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Date Revised**Status**

Certified

Salary Level

Teacher's Salary Schedule

Work Year

190 days

Qualifications**Certificates/Licenses**

- Possess a BA from an accredited institution with a major or minor in Library Science
- Certification in Arizona
- Ability to work well with parents, students and staff
- Must possess good computer skills and be familiar with new technology
- Other qualifications as the Governing Board may deem appropriate

Job Goal

To provide each student with the skills necessary to become acquainted with the various libraries within their school. This includes how to utilize reference sources, new technologies and advance telecommunications available.

Essential Duties

- Oversees the library program including: selecting, ordering, cataloging, processing and circulating materials.
- Assists teachers in the selection of books and other instructional materials.
- Informs teachers and other staff members concerning new materials the library acquires.
- Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
- Supervises library assistants and volunteers.
- Works with teachers in planning those assignments likely to lead to extended use of library resources.
- Promotes appropriate conduct of students using library facilities.
- Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
- Provides easy access for library users in order to encourage frequent use. Incorporates multi-media and telecommunications services to students and staff. Helps teachers and students with Internet and use of computer.
- Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
- Works with teachers in selecting materials that are appropriate for curriculum support.
- Provides teachers with in-service opportunities, such as information on new technologies.
- Consults with teachers about incorporating materials and skills into the classroom instruction.
- Prepares and administers the library budget.
- Assumes responsibility for audio visual equipment in the library. Develops a proper check-out procedure.
- Provides for the property inventory and storage of equipment and other related media supplies.
- Responsible for inventory control for all materials and equipment under supervision area.
- Has or develops multi-media and telecommunication skills for students and faculty.

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- Manages reading incentive programs: for example, Book Fairs appears on committees relating to the library and its use.
- Promotes literacy in the school and the community.
- Performs other work related duties as assigned.

Physical Effort Physically comfortable, normal classroom work
Working Environment Normal classroom conditions

Supervision Given Library Assistants, Student Aides and Volunteers
Supervision Received Building Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board approved: