

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Librarian

**QUALIFICATIONS:**

- Valid teacher certification
- At least two years of experience as a teacher
- State certification in library/media science
- Able to communicate effectively to the students, teachers, parents, and other community members
- Good physical condition with ability to lift 10 pounds

**REPORTS TO:** Assistant Principal and Principal

**SUPERVISES:** N/A

**JOB GOAL:** To provide all students with an enriched library environment containing a wide variety of materials that will invite intellectual growth and to aid all students in acquiring the skills needed to take full advantage of media center resources

**PERFORMANCE RESPONSIBILITIES:** Duties will consist of at least 75% of time spent on non-administrative activities

**Management of educational resources**

- Operate and supervise the media center to which assigned
- Evaluate, select, and requisition new media center materials
- Assist teachers in the selection of books and other instructional materials and make media center materials available to supplement instructional programs
- Maintain a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system
- Work with teachers in planning those assignments likely to lead to extended use of media center resources
- Inform teachers and other staff members concerning new materials the media center acquires
- Arrange interlibrary loan of material of interest or use to teachers
- Serve as a consultant to principals and teachers on materials and equipment available, their mechanical care and operation, and their education use, as well as help them develop and use audiovisual material of their own creation
- Serve as a consultant to all curriculum committees
- Work with building principal and department heads to stimulate better and more effective use of items in the media center
- Arrange frequently changing book related displays and exhibits likely to interest media center patrons

- Conduct at least one annual in-service workshop on the creation and design of audiovisual materials and conduct such in-service programs as may from time to time be necessary or valuable
- Expose student to computer literacy and other educational software (i.e. Excel, PowerPoints, etc.)

**Student Performance and Departmental Efforts**

- Promote appropriate conduct of students using media center facilities
- Help students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments
- Present and discuss materials with a class studying a particular topic on the invitation of the teacher
- Counsel with and give reading guidance to students who have special reading problems or unusual intellectual interests
- Monitor attendance in the media center and keep attendance records
- Help student locate reference materials and other instructional materials
- Read to small groups of students (elementary school centers only) and teach library literacy skills

**Fiscal management and Fixed Assets**

- Purchase books and supplies as required by the Mississippi Public School Standards
- Maintain Fixed Assets Inventory as required by the district
- Maintain files of catalog cards, vertical file material, and publisher’s catalogs
- Remove obsolete and worn materials from eh media center collection
- Prepare and administer the media center budget
- Conduct the annual inventory of media center materials and the reparation of missing materials and materials to be discarded
- Supervise the clerical routines necessary for the smoothed operation of the media center
- Shelf incoming materials
- Maintain correct inventory of supplies and suggest items for acquisition as needed
- Establish efficient procedures for the processing of requests for materials and for the maintenance of equipment
- Assume responsibility for inventory and maintenance of instructional materials and audiovisual equipment
- Conduct a continuous evaluation of materials and equipment so that purchases may be made on an increasingly selective basis
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)