

**LIBRARIAN**

**REPORTS TO:** Building Principal

**ESSENTIAL FUNCTIONS:**

Responsible for building a school library collection to support the educational goals of the District.

Responsible for overseeing the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library.

Provides faculty with bibliographies of library resources that support the subject areas being taught.

Manages the library budget.

Participates in grant proposals.

Maintains a working knowledge of, builds, and arranges specialized information resources.

Complies with Board policies, rules, regulations, and directives.

Provides for computerization of the acquisition and cataloging function.

Responsible for teaching students and staff how to access and use resource information in the library.

Instructs students in developing research skills and related use of technology

Organizes, trains, and directs library staff.

Supervises students and library staff.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.

Ability to effectively present information and respond to questions from students, parents, staff.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

Computer, overheads, VCR/TV equipment, calculator, copier, fax machine, telephone/voice mail.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students.

The noise level in the work environment is usually quiet.

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**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**History**

Approved on: June 9, 2010

Revised on: