

POSITION DESCRIPTION

POSITION TITLE: LIBRARIAN

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The librarian is a full-time position hired by the Superintendent's Department and is responsible for such duties as assigned by the Principal. He/she is responsible for promoting and fostering active student learning through research. He/she will assist with programs and activities to encourage maximum student and teacher use of the many resources available in the library.

POSITION RESPONSIBILITIES:

1. Organizing, maintaining, and circulating library resource material through cataloguing and classifying;
2. Assisting students in the use of reference tools, computer research, and research skills; assisting in accessing materials and information;
3. Requisitioning library resource materials and supplies, as per school policy;
4. Maintaining collection and scheduling of library resources and equipment, and supporting the automated library system including data entry.
5. Assisting staff with identification and selection of materials available from the library; arranging special book and magazine displays, and monitoring equipment and to inform principal when equipment is not working.
6. Operate and provide routine maintenance of audio-visual equipment, prepare basic audio-visual materials, be responsible for signing out all audio-visual equipment, and be responsible for legal taping and dubbing of videos;
7. Monitor students working in the resource center; Keep informed on materials and library procedures by professional reading and contacts with other libraries through school visitation, conferences and inservices; and Provide staff and students with assistance with library technology, such as the Internet, CD-ROMS's etc...
8. Perform other job related activities as assigned by the principal.
9. The School Librarian, in many cases, will be privy to confidential information which must at all times be respected.

Cross Reference:

Approval Date:

Policy Review Date:

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