1. **BRIEF DESCRIPTION OF POSITION**

Creates an environment conducive to learning; teaches and assists students to use the library effectively; assists teachers to use the library as an effective teaching tool; provides procedures for use, distribution, and security of all materials; participates directly in the selection of materials, equipment, and supplies for the library; cooperates with the Library Administrator in district-wide planning for library services.

2. **MAJOR DUTIES AND RESPONSIBILITIES**

2.1. Creates an environment conducive to learning through arrangement of the facility, proper control of students, and effective advertising and display of materials.

2.2. Teaches and assists students to find appropriate materials for curricular and personal use.

2.3. Teaches library skills through orientation programs, Library Practice/Library Assistant courses, individual assistance, and as requested.

2.4. Stimulates interest in using the library for life-long learning and leisure.

2.5. Assists and supports teachers with materials and services, by helping plan and execute library assignments, suggesting new materials, and developing bibliographies of new and/or supporting materials.

2.6. Provides procedures for the distribution and security of materials.

2.7. Participates in the acquisition procedures for materials, equipment, and supplies, anticipating the needs and interest of the students.
3. **OTHER DUTIES AND RESPONSIBILITIES**

3.1. Carries out all school procedures relative to attendance, grading, and discipline.

3.2. Provides continuous evaluation of materials and services, including discarding, replacing, reviewing and reporting.

3.3. Attends all meetings called by the Library Administrator, prepared to participate.

3.4. Provides information relative to library service as requested by district and building administrators.

3.5. Participates in district-wide and building curriculum development and research, where appropriate.

3.6. Becomes involved in some student and/or professional activity.

3.7. Participates in planning new facilities on request.

4. **SUPERVISION EXERCISED OR RECEIVED**

4.1. Works under the general supervision of the principal.

5. **MINIMUM QUALIFICATIONS**

5.1. Valid Secondary credential with specialization in librarianship.