

EAST SIDE UNION HIGH SCHOOL DISTRICT  
SCHOOL LIBRARIAN

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.