

Stark County CUSD #100 Librarian Job Description

Qualifications:

- A master's degree from a program accredited by the American Library Association and an appropriate state certification as a school librarian

Reports To: Building principal and superintendent

Supervises: Paraprofessional(s) who comprise the school library staff, and, if applicable, volunteers and student assistants

Job Goals:

- To ensure that students and staff are effective users of ideas and information
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- To instill a love of reading and learning in all students and ensure equitable access to information
- To collaborate with classroom teachers and design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- To provide the leadership and expertise necessary to ensure that the school library program (SLP) is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.

ROLES AND RESPONSIBILITIES

Leader

As a leader the school librarian creates an environment where collaboration and creative problem solving thrive. The school librarian is an excellent communicator who instills enthusiasm in others by making them feel that they are important members of a team. Strong leaders foster an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. They anticipate future obstacles and continually retool to meet challenges. The school librarian demonstrates his or her role as a visible and active leader within the school community and a professional member of the school library community by:

- taking an active role in school improvement activities
- benchmarking library programs to school, state, and national program standards
- sharing expertise by presenting at faculty meetings, parent meetings, and school board meetings
- creating a welcoming environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff
- sharing with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use
- encouraging the use of instructional technology to engage students and to improve learning
- collecting and analyzing data to improve instruction and to demonstrate correlations between the library program and student achievement
- maintaining active memberships in professional associations
- remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs
- o maintaining frequent and timely communication to stakeholders through parent newsletters, e-mail, or other formats, such as lideo/audio streaming, and on-demand video/podcasts

- o using local, state, national, and international school library data and research to engage support
- o writing articles and submitting regular reports providing evidence of what the library and school librarian do to prepare learners to be successful in the twenty-first century
- o maintaining an effective public relations program
- o demonstrating a commitment to maintaining intellectual freedom
- o promoting the ethical use of information

Instructional Partner

As an instructional partner the school librarian works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The school librarian demonstrates his or her role as an essential and equal partner in the instructional process by:

- participating in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities
- joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning
- providing and planning professional development opportunities within the school and district for and with all staff, including other school librarians

Information Specialist

- As information specialist, the school librarian provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The school librarian ensures equitable access and responsible use of information by:
 - cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
 - evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide welcoming access to library services
 - providing guidance in software and hardware evaluation, and developing processes for such evaluation
 - understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
 - organizing the collection for maximum and effective use

Program Administrator

As program administrator, the school librarian works collaboratively with members of the learning community to define the policies of the school library program. The school librarian maximizes the efficiency and effectiveness of the school library program by:

- using strategic planning for the continuous improvement of the program
- ensuring that school library program goals and objectives are aligned with school and district long-range strategic plans

- using effective management principles, resources, and facilities, in developing and implementing program goals and objectives
- using evidence of practice, particularly in terms of learning outcomes, to support program goals and planning
- generating evidence in practice that demonstrates efficacy and relevance of the school library instructional program
- conducting ongoing action research and evaluation that creates data that is used to inform continuous program improvement
- preparing, justifying, and administering the school library program budget to support specific program goals
- establishing processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- creating and maintaining in the school library a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- selecting and using effective technological applications for management purposes
- arranging for flexible scheduling of the school libraries to provide student accessibility to staff and resources at point of need
- ensuring equitable physical access to school library facilities by providing barrier-free, universally designed environments.