Major Functions:

Use collaboration, leadership, and technology skills to manage a 21st century library program that is comprehensive and fully integrated into the school curriculum.

Duties and Responsibilities:

- Plans long-range and short-range goals for the library
- Develops and implements library policies and procedures (e.g. material selection, copyright, technology, and circulation)
- Plans for and provides necessary resources, technology, and instructional services to support library and institution's goals
- Develops and communicates to administrators' goals, objectives, and budgetary needs for the library program
- Plans or collaborates instruction that meets the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs
- Plans or collaborates instruction that aligns with AASL standards
- Collaborates with individual school and/or district administrators to ensure that funds are budgeted to maintain the library program
- Provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program
- Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility
- Accounts for materials through a yearly inventory and discards inappropriate, worn-out, or outdated items, including school textbooks
- Maintains accurate library records and statistics on the use of its' materials
- Trains and supervises library clerical staff, volunteers, and student helpers
- Actively seeks positive rapport with students, encourages respect, and consideration of others
- Determines instructional needs within the library program by consulting with teachers and administrators and other educational leaders
- Assists students and teachers in locating information and resources for research
- Teaches information and digital literacy as an integral part of the curriculum
- Provides training to students and staff in the use of resources, technology, and equipment
- Maintains effective communication with staff and students informing them of new acquisitions and library services
- Encourages reading by maintaining an awareness of students' reading interests and providing guidance in the selection of appropriate materials
- Promotes appreciation of various forms of literature
- Organizes the library for optimal use by students and faculty
- Maintains an attractive and orderly library with an atmosphere conducive to learning
- Demonstrates high expectations for all students and maintains positive library environment.
- Provides productive learning opportunities and maintains a climate of safety, respect, and support for all students and staff.
- Serves as an advocate for the library media program in the school and community.
- Attends local staff development meetings for professional growth.
• Belongs to professional library organizations and/or attends local, state, or national professional development workshops and meetings specifically geared to school librarians and applies new information learned.
• Promotes the Library Bill of Rights and Intellectual Freedom
• Demonstrates professionalism and high ethical standards; acts in alignment with Mississippi Code of Ethics.
• Uses appropriate written and oral communication
• Any other duties/responsibilities as assigned by the principal

Minimum Requirements:
• Certification set forth by Mississippi Department of Education – 440 Library Media (K-12)

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Employees may perform other tasks and assume such other responsibilities as may be assigned by the supervisor, administrative staff or superintendent.

Additional information
Employees shall maintain confidentiality and privacy of all school records. Employees shall be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned days and using sick and personal leave appropriately

| Job code |  
| --- | --- |
| Month | Days |
| Pay Grade |  
| Board Approved |  
| E/NE status |  
| Issued: November 2014 |  