

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: School Librarian/Media Center Director
JOB GOAL: Assist students and staff in the development of student literacy and use of library resources.
REPORTS: Principal
QUALIFICATIONS: Illinois Teaching Certification with appropriate endorsements.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Collaborate with teachers to provide integrated instruction in information and technology literacy.
2. Assist students and staff in identifying appropriate resources for achievement of student learning goals.
3. Provide training in the use of print and electronic reference tools and information literacy processes.
4. Reinforce strategy-based reading instruction to help students make meaning from text; supports students' interaction with a variety of genre as reflected in state reading and writing curriculum.
5. Promote student and staff reading for information and pleasure; maintains a library culture that encourages appreciation of literature; supports school reading incentive programs.
6. Develop and maintain a diversified library collection of print, non-print, and electronic resources to support curricular needs, the development of student literacy, and the interests of students.
7. Train and partner with library support staff to implement the library program
8. Oversee management of equipment, materials, and facilities.
9. Manage the annual budget needs.
10. Accesses state procedures and tools for circulation, cataloging, and processing.
11. Interact daily with students, parents, teachers, administrators, and other staff.
12. Partner with staff to design and implement effective instruction; class management skills.
13. Use automated systems for collection, maintenance, purchasing, cataloging, and inventory.
14. Maintain accurate records and reports.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated (annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Collective Bargaining Agreement.