

LIBRARIAN JOB DESCRIPTION

TITLE: Librarian

QUALIFICATIONS: 1. Endorsement in Illinois as a Library Information Specialist
2. Valid Illinois Type 3 or Type 10 Teaching Certificate
3. Computer proficiency & strong organizational, communication and interpersonal skills.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Learn all aspects of the Destiny computer program from Follett. This is the library's data management program.
2. In the Destiny computer program, process new books and materials.
3. Follow procedures for checking books in and out for students and staff.
4. Understand all aspects of the Accelerated Reader program, which is utilized by 1st – 8th grades.
5. Repair and clean all books and materials.
6. Keep an accurate record of overdue books and materials and prepare and distribute overdue notices.
7. Assess and collect monies for damaged or lost books and turn in monies to the School Office.
8. Prepare a schedule of classes for 1st – 8th grades.
9. Order supplies and books as needed.
10. Prepare and coordinate a Book Fair in October/November of each year, keeping an accounting of all monies received and turning in all monies to an administrator at the end of each day.
11. Bulletin boards and the display case are to be changed in accordance with the season or holidays occurring that month or with library themes.
12. Shelf all books and materials.
13. Prepare a materials and equipment inventory.
14. Supervise the Library Aide.
15. Coordinate the Read to Succeed Program and supervise the program, which takes place from 12:00 noon - 2:00 p.m. for the first five Fridays after the students are dismissed for the year in June.
16. Participate in school and community activities; work cooperatively with others.
17. Communicate in a clear, effective and informative manner.
18. Perform other duties as directed by administration.

June 25, 2012