

## **School Librarian**

### **Seasonal Part-Time Position**

**JOB SUMMARY:** Under the direction of the assigned administrator, manages the operation of an elementary school library and maintains a variety of instructional materials. Performs other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Possesses knowledge of library terminology, procedures, and practices including the knowledge of the Dewey Decimal System and cataloging system
2. Possesses basic knowledge of a computer and data entry and retrieval techniques
3. Demonstrates knowledge of children's literature and the ability to read aloud and make oral presentations. Works safely and establishes a safe environment; reacts quickly in emergency situations to maximize human safety. Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision
4. Understands and follows oral and written instructions and completes assignments in an independent manner
5. Maintains professional confidentiality and works collaboratively with peers
6. Maintains budgets related to library activities under the guidance of the Principal/Parish Administrator.
7. Prepares reports and keeps records on a variety of library and instructional materials including lost textbooks, overdue library books, and payment for lost or damaged materials Coordinates library schedules for each classroom
8. Assists teachers with the instruction of students in the proper use of the library; assists students in appropriate selection of books and materials or with research projects; checks out materials using appropriate software
9. Maintains the library collection; mends, cleans, and shelves materials and updates catalogs, indexes, and lists
10. Assists in the selection and ordering of library books and other materials for the library based on identified regular and supplemental curriculum needs; receives recommendations for new book selections from teachers and staff; researches publishers for best prices. Maintains an instructional materials center covering a variety of subjects for use by staff members
11. Maintains and operates a variety of library/media center equipment including barcode reader, and computers
12. Creates library exhibits including bulletin boards, posters, window, and table displays
13. Plans and presents reading activities such as storytelling
14. Attends meetings, both for school and diocese

**WORK SCHEDULE:** The schedule for this position is reviewed annually dependent upon school student enrollment. The anticipated schedule for the 2018-2019 school year is 15 hours weekly.

#### **POSITION REQUIREMENTS:**

- Experience working in schools with school age students or library related experience.
- College education preferred
- Punctual, conscientious, and reliable
- Courteous manner with staff, parents and parishioners
- Provides all duties detailed above at an acceptable level of competency