

# MERIDIAN SCHOOL DISTRICT

## JOB DESCRIPTION

### LIBRARIAN

#### **JOB SUMMARY**

This position facilitates the operation of a school library with instructional and non-instructional activities for students, including tutoring students individually and supervising small and large groups and monitoring behavior.

Employees may be transferred or reassigned to other Librarian positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) in the Librarian classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

High school diploma or equivalent; must meet or exceed ESEA requirements at the time of hire as follows:

- 2 years of college (72 quarter credits) with official transcript(s); or
- AA Degree or higher; or
- Pass state approved test; or
- Pass portfolio assessment

Tutorial experience desirable; proficiency in designated academic subjects preferred in some positions.

##### **Licenses and Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages library in an independent capacity; assists students in use of equipment and resources; installs and troubleshoots equipment; maintains security of materials equipment.
2. Using district adopted Library Curriculum, instructs students individually or in classroom groups with a variety of learning activities to promote student understanding of library operations and materials; provides encouragement, reinforcement and achievement of educational objectives and goals outlined by the curriculum; assists students in locating materials as needed.
3. Maintains records, files, lists, catalogs, collection, shelves, backups, documentation, budgets and other data. Notifies student/teacher/parent of late books and/or fines and follows through on a regular basis for returned books and/or replacement payments.
4. Monitors student behavior in library to promote appropriate student behavior; models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures; instructs students in behavioral rules and codes for student safety, socialization and individual growth.
5. Assists students with interpersonal and personal skills mastery; listens to student confidences and refers problems to teachers, counselors, specialists or administrators as appropriate.
6. Establishes and maintains effective communication with students, staff, parents and the public for student achievement and community relations.
7. In consultation with Building Leadership Team, orders materials, audiovisual equipment, computer software and hardware for library, student and teacher use.
8. Assists in maintenance and troubleshoots a wide variety of technology equipment including: iPads, Chrome Books & Document Camera equipment; assists teachers with equipment problems; operates and maintains computers in library.
9. In consultation with Building Leadership Team, reviews and orders materials from current reviews, award nominees and professional development reading. Attend workshops showcasing current trends in media center materials to keep abreast in media trends. Compiles calculates and orders in media centers.
10. Locates, develops and/or modifies materials to support student and teacher use, enrichment activities and special projects.

11. Maintains and manages library management software and facilitates and monitors other assessments and assessment programs as directed by building principal.
12. Prepares, duplicates, collates and distributes material; operates a variety of office equipment, including laminator and copy machine as needed for library instruction.
13. Prepares materials/records for substitute.
14. Maintains physical appearance of library and display areas.
15. Operates a variety of computers, audio-visual and other equipment related to library operations.
16. Applies knowledge of technology to media centers, i.e. computer skills, word processing, circulation software, on-line database and Internet searching.
17. May supervise adult or student assistant and/or adult volunteers.
18. May supervise students at lunch and/or recess.
19. Serves as member of Media Instructional Team of the district; performs related duties consistent with the scope and intent of the position.
20. Respects confidentiality of information.
21. Performs other duties as assigned by the employer.

### **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

### **MENTAL DEMANDS**

Requires strong self-motivational skills with above average abilities in reading, writing, and communication; may experience frequent interruptions; requires ability to establish and maintain effective working relationships with students, staff, parents and public; requires warmth, confidence, fairness, and consistency with students while providing instruction and/or information; requires ability to instruct classroom of students in a self-directed lesson from adopted District Information Literacy Curriculum; requires working with a wide range of student behaviors and abilities and/or with a wide of range of physical or emotional disabilities; may require calming distraught, angry or hostile students; may require adaptability, flexibility, and behavior management techniques when working with different student learning and behavioral styles and abilities: requires cooperation and ability to work as a team member; requires organizational skills; requires demonstrated knowledge of understanding of library procedures; requires knowledge and use of audio-visual and computer-technology in performance of duties and/or demonstration to other; requires use of technology for collection management, student instruction, and record keeping; requires organization of activities; requires knowledge of student safety rules and procedures.

### **PHYSICAL DEMANDS**

Requires standing for prolonged periods; may be exposed to infectious diseases carried by students; exposed to student noise level; may require lifting and positioning equipment, books and supplies with extensive wrist, arm movement flexibility, twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighting up to ten pounds constantly, 11-24 pounds occasionally; 25-50 pounds rarely – assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; occasional prolonged exposure to visual display terminal; may require restraining out of control students; may occasionally need to be available for after school community events relating to media centers.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Aaron Jacoby at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*