

School Librarian Job Description

Classification: Certified teaching position

Position Characteristics:

- Salary: Per district teachers' salary schedule
- Length of Contract: 185 days plus 10-day contract extension

Position Relationships:

- Reports to: Building principal
- Supervises: Assigned paraprofessionals
- Coordinates with: building administration, instructional coach; classroom teachers, counselors, support staff

Position Qualifications:

- Required education: Master's Degree with School Librarian concentration from an accredited university.
- Special requirements of the position: Nebraska School Librarian teaching endorsement.

Position Responsibilities:

- Instructing students and teachers on how to find, evaluate, and use information and technology.
- Encouraging students to enjoy reading, viewing, and listening.
- Selecting and maintaining books, videos, and other materials for students with different abilities and learning styles.
- Creating programs for different audiences as requested by staff and approved by the administration.
- Creating and implementing procedures for the library media center, including budgeting, cataloging, and training staff.
- Maintaining adequate supervision of students who visit the school library to assure that the learning environment is appropriately quiet, orderly, and conducive to learning.

- Keeping the school library resources well-organized and reshelved in a timely fashion to promote their accessibility to users.
- Fostering a positive school climate, responding to inquiries from parents and community members, and participating in professional development.
- Assuring that Rule 10 accreditation requirements relating to the school library are met, and that board policies and procedures concerning the school library are followed.
- All other duties as assigned.

Physical Requirements:	Sedentary	Light	Medium	Heavy	Very Heavy
	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67%+	
A. Standing				X	
B. Walking				X	
C. Sitting		X			
D. Bending/Stooping			X		
E. Reaching/Pushing		X			
F. Climbing		X			
G. Stooping/Kneeling/Crouching/ Crawling		X			
H. Reaching/Handling		X			
I. Speaking/Hearing				X	
J. Seeing/Depth Perception/Color				X	
K. Classroom Maintenance (materials)				X	
L. Driving	X				
M. Lifting (30 lbs. max.)		X			
(30 lbs. or more)	X				
N. Carrying (30 lbs. max.)		X			
(30 lbs. or more x 25 feet)	X				
O. Manual Dexterity Tasks				X	

OTHER REQUIREMENTS

Proficient in the use of: electronic cataloging systems and basic computer operation

WORKING CONDITIONS

- A. Inside Outside
- B. Climatic environment: Inside facilities are climate controlled.