Community Unit School District #3, Fulton County

POSITION SPECIFICATIONS

Unit Librarian

Primary Title: Unit Librarian

Primary Function: Serve as the planner and coordinator of libraries and provide services that make the library an integral part of the educational program of the schools served.

Directly Responsible To: Superintendent, Principal

Duties and Responsibilities:

1. Promote an appreciation of the importance of books, AV materials, computer technology and research skills, as well as the utilization of all types of materials for improved instruction in the classroom.

2. Develop and implement all programs and services necessary to afford students and staff the maximum use of all available resources.

3. Create an atmosphere that encourages the use of the library media center.

4. Serve as a resource consultant for teachers, providing ideas and materials for classroom units of study.

5. Keep abreast of current computer technology and ways to integrate technology into the library media center and the curriculum.

6. Provide group and/or individual instruction to both students and staff in library media skills, and the use of the library resources and equipment.

7. Select, train, supervise and evaluate any student or adult aides working in the library.

8. Confer with the superintendent, principals and staff regarding the use of the media center and the planning/re-evaluation of media center facilities, materials, and services.

9. Maintain satisfactory public relations/working relationships with other schools, with the community, and with the regional library system (alliance library system).

General Administrative Responsibilities:

1. Establish library media center policies and procedures consistent with district goals and philosophy.

2. Develop library budgets for the district and maintain accurate, up-to-date records of all budgetary transactions.

3. Select, order, and maintain a balanced, comprehensive collection of both print and non-print materials, as well as all necessary library equipment and supplies for both District libraries.

4. Select, order, and maintain a collection of professional materials for the use of District school staff.

5. Supervise the processing and repair of all District library materials and equipment.

6. Annually, inventory district media centers' collections, equipment and supplies.

7. Identify and utilize reference resources outside the school for students and staff. This may include resources such as Illinet On-lin, First Search, the Resources Sharing Alliance, and the Internet.

8. Prepare statistical, financial and progress reports as needed or required by the district, the regional library system, or other local, regional or federal agencies.

9. Prepare the Title VI grant application for the district. Assist in monitoring the program throughout the year and collecting data at the end of the year for the state report. Meet every two (2) years with the state monitor to evaluate the district program.

High School

1. Keep records of equipment, repairing equipment when possible and keeping AV room in order.

2. Schedule use of AV and video equipment for classroom and extra-curricular activity purposes.

3. Supervise the operation of Channel One and the taping and organizing of Channel One and other programs for teachers' use.

4. Maintain a file of film/video catalogs, ordering free and/or rental films and videos as necessary, per staff requests.

5. Coordinate and train students to assist with library duties, such as checking in and out books, magazines and AV materials, shelving books and magazines, collecting and filing vertical file materials, operating AV equipment, etc.

6. Sponsor the Library Club.

7. Maintain computer lab, repairing or ordering repair of computers when necessary. Provide computer assistance to teachers and students when needed.

Elementary

1. Meet with elementary classes each week for library enrichment.

2. Promote reading and literature through such activities as booktalks, storytelling and special events (Book Fairs).

3. Do any library work that the Library Clerk has not has time to do: file cards, put away books, check in books, etc.

Performance Responsibilities:

1. Strive to maintain and improve professional competence by:
   a. Participating in professional organizations & reading professional literature.
   b. Participating in training sessions & meetings offered by the Alliance Library System & other professional groups/organizations.
   c. Attending workshops, conferences and courses.

2. Attend staff meetings and serve on staff committees as required.

3. Perform additional duties related to the position as assigned by the principal or superintendent.

Terms of Employment:	180 days, 7.5 hours per day
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional personnel.