

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: K-8 Librarian

DESCRIPTION OF BASIC RESPONSIBILITIES

Planning and implementation of a library program for students from kindergarten through grade eight. The program includes provisions for: making available printed and audio visual media to cover the range of reading and maturity levels present at grades K-8; meeting the various reading, listening, and viewing interests of students in the schools; and providing reference, research, and media to enrich the curriculum.

MAJOR DUTIES AND RESPONSIBILITIES

I. Duties

- a. Select, organize, and maintain an appropriate collection of books, audio visual media, and magazines for the use of students and teachers.
- b. Enrich the curriculum by helping teachers become aware of useful library media.
- c. Train, when necessary, paid personnel for the libraries.

II. Instructional Activities

- a. Library orientation reinforced at the teacher's request
- b. Introduction and explanation of useful indexes and reference books.
- c. Provide library skill material at the teacher's request.
- d. Encourage the use of library media according to the interests, needs and abilities of students.
- e. Provide guidance through library media for the educational, personal, social, and vocational needs of students
- f. Provide to students and teachers individual guidance in the use of the library.

III. Non-Instructional Activities

- a. Acquisition of books, audio visual media and periodicals.
- b. Catalog and process media.
- c. Maintain card catalogs, shelf list and author list for K-8 libraries.
- d. Oversee circulation of media at junior high school
 1. Write overdue lists and call parents about overdue books.
 2. Maintain circulation records.
- e. Oversee repair of books and magazines.
- f. Prepare bibliographies at teacher's request.
- g. Provide each teacher with an up-to-date list of all audio visual media available in the district.
- h. Inventory books and audio visual media at the end of school.

IV. Maintain proper control and suitable learning environments at the district libraries

- a. Establish and maintain standards of behavior needed to insure a friendly, productive atmosphere.
- b. Assist individual students in developing library skills in order to find the media as quickly as possible.
- c. Keep media shelved in the proper places ready for circulation.

ADJUNCT DUTIES

The Librarian will be expected to participate in activities in addition to the instructional assignments required of his/her assigned position which are necessary to enable the libraries or school district to accomplish its objectives.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Valid California Elementary Library Credential or one which is allowed by the State Department of Credentials for eligibility in the librarian assignment.
2. Bachelor's Degree, including all librarian courses to meet credential requirements.
3. TB Test clearance
4. Drug test clearance
5. Criminal Justice Fingerprint clearance

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material
2. Sufficient hearing to conduct in-person and telephone conversations
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations
4. Sufficient dexterity to write, use telephone and office equipment
5. Sufficient strength to lift, carry, reach and handle objects
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions