

Librarian

Hired by: LS Principal
Evaluated: Annually
Schedule: 10 months

Report to: LS Principal
FLSA: Exempt
Supervises: None

The Lower School Librarian will provide accessible tools for students and staff to direct, enhance, and support the learning process. Knowledge of curricular areas is essential to serve the interdisciplinary needs of the learning community. The Librarian must be flexible and collaborate with staff. They curate collections, develop educational programs, manage databases, and oversee the library volunteers. Their role is to support learning, research, and exploration for students.

The Librarian is a member of our Specials Team. Classes (K-6) visit the library once a week for a 45-minute class period. The class period begins with instruction or a read-aloud. Students then have time to check out books; there is a parent volunteer for each class period to assist with checking out books.

The Librarian is in the duty rotation, having one or two recess/lunch duties per day.

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of a like-minded evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe in and support the school's statement of faith
- Agree to abide by the WCS Lifestyle statement

Professional Responsibilities (Essential)

Use of Information and ideas

- Assembles collections of media that support the curriculum
- Aware of cultural diversity/gender-fair criteria in the selection and recommendation of materials
- Promotes ethical and efficient information-seeking behaviors
 - Models a variety of effective research techniques for a variety of formats for diverse purposes
 - Models and practices legal and ethical practices
- Familiar with curriculum content and instructional practices within the building
- Supports teachers to provide instructional strategies and resources in teaching information
 - Promotes the development of good reading habits
 - Is knowledgeable about current trends in education
 - Attends appropriate staff and department meetings
- Provides media
 - Solicits input from teachers and students concerning media needs
 - Selects and maintains media that will complement and supplement the school curriculum

- Select materials for a variety of student/staff interests, learning styles, and reading levels
- Maintains an accurate and current inventory of media materials and equipment
- Prepares materials for circulation
 - Catalogs, classifies, and organizes media according to accepted standards and ready accessibility
 - Supervises the processing of materials and circulation of media.
- Coordinates building-wide resources for proper use and formatting of citation
- Educates teachers and students on plagiarism and copyright protection

Professional Requirements

- B.S. or B.A. in Elementary Education
- Library science/media hours to meet State Certification standards preferred
- State Licensure (teaching license or non-tax certificate)
- Experience in elementary education and demonstrated knowledge of technology use
- Effective oral and written communication skills
- Ability to demonstrate effective interpersonal relationships with students, staff, and parents
- Ability to organize, catalog, display, distribute, and produce instructional materials
- Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations
- Knowledge and ability to teach information and technology literacy needed for independent learning
- Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users
- Ability to be flexible in order to accommodate teachers, students, and parents
- Knowledge and ability to work with technology and assist integration in the classroom.

Additional Duties

- Other duties as assigned by the supervisor

Physical Requirements

WORKING ENVIRONMENT	RARELY	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty				
Cold (50 deg. F or lower)	X			
Heat (90 deg. F or higher)	X			
Chemicals/Solvents		X		
Noise		X		
High stress			X	
Interruptions		X		
Overtime necessary			X	
Climbing stairs		X		
Crawling	X			
Standing/Sitting/Walking/Bending				X
Running	X			
Kneeling		X		

Reaching over shoulder			X	
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Fax/Copier		X		
Computer/Printer				X
AV Equipment		X		
Other (please list)				
Summon emergency help	X			
Apply CPR/First aid	X			
Lead field trips		X		
Communicate data				X
Prepare reports			X	
Driving	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature