

TITLE

LIBRARIAN, SECONDARY

MINIMUM QUALIFICATIONS:

- A. Credential
 - 1. California teaching credential authorizing service at appropriate level
 - 2. California credential authorizing service as a school librarian
- B. Education
 - Sufficient to meet credential requirements
- C. Experience
 - Non-required
- D. Personal
 - See District requirements

KNOWLEDGE AND ABILITIES:

Knowledge of and ability to implement the subject matter, philosophical, social, and technical concepts relative to the duties and responsibilities listed on this job description

DUTIES AND RESPONSIBILITIES:

- A. Teaching
 - 1. Systematically teach location, research, and analytic skills to all students at site
 - 2. Team with teachers to develop and teach research units using library resources
 - 3. Develop and present book talks and other programs to introduce students to literature and to promote reading
 - 4. Develop library resources essential to programs such as Model United Nations, Academic Decathlon, Fresno History Day, Forensics, Science Fair, etc.
 - 5. Develop a training program for students enrolled in Library instruction and/or Library Service with consistent testing and grading
- B. Professional
 - 1. Select, update, and maintain library collection appropriate to grade level, curriculum student ability, and interest
 - 2. Develop and present promotional programs, book fairs, games, competition, contests, and displays as determined by the needs of the site
 - 3. Actively participate in book and media review and other professional activities at or above site level
 - 4. Train and supervise Library Technicians and other Library Staff
 - 5. Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials and equipment
 - 6. Prepare an annual report

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Duties and Responsibilities
(continued)

- C. Curricular
 - 1. Act as curriculum resource person for site and as liaison with other sites
 - 2. Participate in curriculum committee, textbook selection committees, and other activities at and above site level
- D. Technical
 - 1. Supervise and develop systems for management of instructional materials, audiovisual equipment, and nonbook media
 - 2. Supervise and develop inventory systems for audio-visual equipment, textbooks, nonbook media, and library books
 - 3. Manage library and instructional materials budgets and participate in the proposal for capital outlay for audiovisual equipment
 - 4. Coordinate IMS/C activities at site and act as liaison for IMS/C and IMPS

ACCOUNTABILITY:

- A. Person to whom responsible
Building Principal
- B. Evaluator
Building Principal
- C. Persons responsible to Librarian
Library Technicians