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
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

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