

JOB DESCRIPTION
Nogales Unified School District #1

LIBRARIAN

Purpose Statement:

The job of LIBRARIAN is done for the purpose/s of oversees library by maintaining library collection controls, documenting losses and monitoring procedures, instructing students on the proper use of the library resource, .

This job reports to PRINCIPAL

Essential Functions

- Assists other teachers, students and other personnel for the purpose of identifying resource materials for use in the classroom and/or class assignments.
- Check-in and shelve library materials on a daily basis for the purpose of ensuring library materials are available to students.
- Distributes various books and media for the purpose of providing requested classroom reference material.
- Instructs students for the purpose of educating them on the proper use of the library resources (classification system, card catalog, care of materials), and being a resource to answer questions.
- Inventory books on an on-going and annual basis for the purpose of ensuring all library materials are accounted for.
- Maintains database on library collection and individuals who access and can access for the purpose of ensuring database is current, availability of collections is accurate and confidentiality is maintained.
- Monitors and supervises student activities in the library for the purpose of providing for the safety and welfare of students.
- Prepares teaching materials and related reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and documenting student progress.
- Processes orders for the purpose of maintaining library collection controls.

Other Functions

- Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- Compiles statistics for the purpose of providing information on library usage/book circulation.
- Conducts classes in a variety of formats for the purpose of promoting the use and enjoyment of literature.
- Directs student workers, volunteers, etc. for the purpose of maximizing their efficiency and meeting work requirements.
- Manage book fairs, fund raiser, library clubs for the purpose of ensuring that events and sales occur per procedure in a efficient and effective manner.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promotes library use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use library resources.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, applying assessment instruments, interpersonal skills, preparing and maintaining accurate records, promoting child centered environment, record keeping, using pertinent software applications (MS Word, Excel, Power School), verbal and written communication skills.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities, bilingual (english/spanish) helpful, pertinent codes, policies, regulations and/or laws, stages of child development, working knowledge of school system

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting curriculum to meet needs of students, adapting to changing work priorities, addressing the learning styles of tudents, setting priorities, assessing learning outcomes achieved by students, communicating with diverse groups, communicating with students, creating and maintaining climate of respect, establishing effective relationships, implementing activities that promote student learning, implementing classroom management techniques, maintaining confidentiality, meeting deadlines and schedules,planning instructional goals/outcomes for students, utilizing current technology, working as part of a team, working with detailed information/data working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; Generally the job requires 10% sitting, 45% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

Experience No job related experience is required.

Education Masters degree in job related area.

Required Testing

None specified

Certificates & Licenses

Valid Arizona Teaching Certificate. Certain endorsements may be required for certain positions. May need to meet North Central Association (NCA) requirements in respective subject, such as Language Arts, Mathematics, Sciene, Social Studies or Foreign Language.

Continuing Educ. / Training

Maintain Arizona Certification and Fingerprint Clearance Card

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Job description available upon request

Salary Grade

Certificated BA-MA45