

**CLASS SPECIFICATIONS FOR THE
LIBRARIAN**

DEFINITION

Under direction, to plan, carry out, and evaluate the use of instructional materials for both groups and individual pupils, as appropriate for the assigned segment and subject area(s).

QUALIFICATIONS

The minimum requirements is a valid California teaching credential with a specialized preparation in the area of librarianship in the assigned segment. Additionally, demonstrated success, either in prior teaching, student teaching, and/or related experiences, in meeting the intellectual, emotional, and physical needs of pupils, is required.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Develops performance objectives which are consistent with established district goals and objectives.
- ___ 2. Plans and implements a program of instruction that teaches pupils the effective use of library and other instructional media resources.
- ___ 3. Stimulates and guides pupils in their reading and use of other media.
- ___ 4. Provides individual reference assistance to faculty and pupils.
- ___ 5. Provides as need indicates supplementary reading lists and bibliographies of a variety of media that is correlated with the established curricula.
- ___ 6. Reads review literature concerning all types of materials. Evaluates, selects and maintains a library collection that attempts to be well balanced, supports the established curricula and provides recreational material.
- ___ 7. Selects, orders, catalogs and processes all types of library media to provide for easy access and retrieval.
- ___ 8. Provides assistance in the ordering, processing and distribution of text books.
- ___ 9. Maintains a behavioral climate in the library conducive to learning, and works with other staff in attempting to resolve problems of student behavior.
- ___ 10. Works closely with other staff members so that the library may be of maximum service to the instruction program.
- ___ 11. Serves, as requested, as a resource person on school committees concerned with curriculum development.
- ___ 12. Identifies and attempts to meet special needs of pupils and initiates referrals to special programs and services personnel as necessary.
- ___ 13. Plans and coordinates the work of paraprofessionals, parents and volunteers as assigned to the library.

LIBRARIAN

TYPICAL DUTIES AND RESPONSIBILITIES (Continued)