

**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)

- \_\_\_\_\_ 14. Exercises supervision and care over furniture, books, supplies, and equipment entrusted to the librarian's care, and instructs students in the proper use and preservation of school properties.
- \_\_\_\_\_ 15. Prepares and completes such forms, records, and reports as may be called for in the management of the schools.
- \_\_\_\_\_ 16. Assists in interpreting the programs and goals of the school district to the community.
- \_\_\_\_\_ 17. Maintains effective relationships between school and public libraries.
- \_\_\_\_\_ 18. Attends meetings called by the principal, superintendent, department chairpersons, or other administrator authorized to call meetings.
- \_\_\_\_\_ 19. Works cooperatively with principals and other district administrators and supervisors in planning and implementing the educational programs of the schools.
- \_\_\_\_\_ 20. Attends and participates in required in-service training activities and works with the principal in planning the librarian's own professional improvement.

### **WORK SCHEDULE AND SALARY**

A Librarian serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience.

**SCTA 158a:libram**