



SCHOOL LIBRARIAN JOB DESCRIPTION

Qualifications:

- A graduate degree earned at a college or university whose program is recognized by appropriate bodies such as the American Library Association (ALA), the American Association of School Librarians (AASL)/Council for the Accreditation of Educator Preparation (CAEP), or state education agencies
- Appropriate state certification as a school librarian

Reports To: Building principal and, if applicable, school library supervisor/department head

Supervises: Paraprofessional(s) who comprise the school library staff and, if applicable, volunteers and student assistants

Responsibilities of the School Librarian as Teacher, Leader, Instructional Partner, Information Specialist, and Program Administrator

The school librarian:

- Empowers all members of the learning community to become critical thinkers, enthusiastic readers, skillful researchers, curators, and ethical users of information
- Collaborates and co-teaches with classroom educators to establish learning objectives and assessment strategies to develop individual and group inquiry-based learning experiences
- Develops and maintains a teaching and learning environment that is fun, inviting, safe, flexible, collaborative, inclusive, and conducive to learning
- Champions equity, access, and intellectual freedom for users within the physical space and beyond, including providing 24/7 access to the online library catalog; digital and audio books; and various information resources
- Fosters exploration, discovery, creation, and innovation in a growth mindset
- Supports learners' success by guiding them to read for understanding, breadth, and pleasure
- Empowers learners to work with each other in successful collaborations and to constructively assess their own work and the work of their peers

- Models and champions digital citizenship and safety and adherence to copyright and fair use requirements
- Teaches all members of the learning community to engage with and use information in a global society
- Models and develops a commitment to respect equity, diversity, and inclusion in collection development and within the learning community
- Supports learners as they make meaning for themselves to create new knowledge by collecting, organizing, and sharing resources of personal relevance
- Addresses broader educational issues with other educators in the building, at the district level, and at the professional association level
- Develops and supports the school's and the school library's mission, strategic plan, and policies
- Manages the staff, budget, and the physical and virtual spaces of the school library
- Evaluates, introduces, and models emerging technologies for the learning community, and uses technology tools to supplement school resources
- Participates as an active leader of the local and global learning community, building relationships with organizations and stakeholders

Terms of Employment: Educator work year plus extended-year days.

Evaluation: Performance of this job will be evaluated in accordance with district policies.