

CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(530) 891-3000, Ext. 142

JOB DESCRIPTION
LIBRARIAN - SECONDARY

Brief Description of Position

The librarian plans and implements a library program designed to enrich and support the educational program of the school.

Major Duties and Responsibilities

1. Plans with individual teachers and departments to integrate library services, instruction in library skills and reading guidance with the classroom teaching program.
2. Coordinates use of the library by individual students and by classes to provide library services.
3. Develops a collection of carefully evaluated library materials selected to meet the instructional goals of the school and to provide enrichment opportunities through recreational reading and listening.
4. Creates and maintains an atmosphere conducive to the effective use and enjoyment of the library and to the development in students of a sense of personal pride and responsibility in the use of library facilities and materials.
5. Provides library orientation and instruction in the use of standard library tools on an individual and class basis.
6. Trains and supervises library student aides, clerical staff and student librarians to assist in the effective operation of the library.
7. Establishes routine procedures for selecting, organizing, cataloging, processing, discarding and circulating library materials.
8. Maintains inventory records of library holdings and develop budget requests and submits financial reports as needed.
9. Publicizes the resources and services of the library available to students, teachers and parents.
10. Evaluates the total library program, services and materials in terms of adequacy in meeting curricular needs, student and faculty needs and local, state and national standards.
11. Augments professional growth by involvement in library and other educational activities.
12. Participates in the development of the educational program at the school and district level.

Job Description - Secondary Librarian

Supervision Exercised and Received

Under the immediate direction of the site administrator/designee.

POSITION QUALIFICATIONS

Minimum Qualifications

1. Credential Any valid credential issued by the State of California to perform the services of a school librarian.
2. Education Bachelor's degree, including all courses needed to meet credential requirements.
3. Personal Qualities Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher. Must have the ability to relate well to other faculty members.

August 1990