

LIBRARIAN

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

The Librarian provides students and teachers intellectual and physical access to materials in appropriate formats (books, periodicals, videos, DVDs, filmstrips, computer software, etc.); provides instructions to foster competence and stimulate interest in reading, viewing, and using information and ideas; and works with other educators to design learning strategies to meet the needs of students

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Provides instruction to students in accordance with FCPS instructional standards.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operates and supervises the Library Media Center including planning and evaluating the total program; follows State and local policies pertaining to State regulations (Standards of Quality and Accreditation), the School Board Policy Manual, and policies in the Library Media Handbook; establishes policies and routines in the Library Media Center that facilitate students' and teachers' unimpeded access to information; creates an environment and atmosphere that encourages students and teachers to use the media center; maintains records and prepares reports including budget, accounting, and inventory; provides accurate and efficient retrieval and circulation systems
- Plans and delivers formal and informal instruction in information skills, the production of materials, and the use of information and instructional technologies; promotes skill, knowledge, and attitudes concerning information access, use, and communication as an integral part of the school system; develops a collection of resources, including selection, acquisition, organization, maintenance, and evaluation, that supports and enhances the curriculum and meets personal needs, intellectual interests, and abilities of students and staff; assists the Principal to ensure that instructional materials and equipment are used to provide learning experiences compatible with the education needs of students; participates in curriculum planning and program development
- Offers teachers assistance in using information resources, acquiring and assessing instructional materials, and incorporating information skills into the classroom curriculum; promotes literacy and the enjoyment of reading, viewing, and listening
- Supervises Library Assistants, adult volunteers, and student aides so that clerical routines are performed effectively; consults with and advises the administrative staff with regard to the library media program
- Takes action to stay up-to-date in the field, e.g. takes courses, participates in staff development, attends conferences, and maintains professional reading
- Promotes and demonstrates the importance of the library media program in education and publicizes available services and resources to the school community
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of child growth and development; must possess the ability to develop a high-quality, age appropriate curriculum to successfully engage children and foster physical, emotional, cognitive and social development; comprehensive knowledge of state law and regulations; ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree from an accredited College or University is required; must possess or be eligible for a Virginia Teaching License with specific endorsement in the area of Library Science.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.