

NATIONAL SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: LEAD LIBRARIAN

Job Purpose Statement(s): Under the general direction of the Assistant Superintendent-Educational Support Services this position has the major responsibility for providing library media programs that support the philosophy, goals, and objectives of the school district.

Essential Job Functions:

- **Plans and provides** ongoing staff development for all school Library Media Specialists.
- **Works** with building principals and the Assistant Superintendent-Educational Services in assessing needs, facilitating the procurement and availability of audio-visual and library materials needed for current curriculum focus.
- **Provides** recommendations for maintenance and improvement of school library facilities, based on long-range planning, as well as immediacy of need.
- **Participates** actively in county, state and national professional associations and encourages participation by other district media personnel.
- **Advises** district and school administrators with information regarding computer-based applications for library circulation procedures and student access to electronic encyclopedias and/or on-line research/reference materials.
- **Manages** the day to day operations of a school library.

Other Job Functions:

- **Performs** other duties as assigned.

Job Requirements-Qualifications:

- **Experience Required:** Prior job-related experience and/or successful elementary classroom teacher.

- **Skills, Knowledge and/or Abilities Required:**

Skills in previewing, selecting and ordering library books and audio-visual materials for schools, and purchasing and updating the district professional library collection.

Abilities to provide leadership to the IMC and school Library Media Specialists in curriculum/instruction development for libraries, budgeting/selection of materials, and guidance and assistance in maintaining of library operations. Significant physical abilities include standing/sitting for prolonged periods.

- **Licenses, Certifications, Bonding and/or Testing Required:** Valid California Library Media Teacher Services credential or Master's degree in Library Science, valid California driver's license, Criminal Justice Fingerprint Clearance.