

Foresthill Union School District

JOB DESCRIPTION Librarian Specialist

Purpose:

Under the supervision of the Principal and contracted Librarian, perform clerical and paraprofessional library work connected with circulation of library books, textbooks, and other related materials. Provides library assistance and guidance for staff members and students of the school library. Maintains a rich library environment.

Essential Job Functions and Responsibilities:

- Support library users
- Provide instruction and training in library procedures
- Seek requests and suggestions for new materials
- Schedule use of the library center
- Network with county library system
- Maintain the automated library circulation system (Follett)
- Check-in and re-shelf materials and prepare overdue and reserve lists
- Keep monthly and yearly statistics, compiling reports at the request of the Principal
- Keep current with library media technology in collaboration with I.T.
- Maintain library organizations systems
- Work with Business Manager to establish and maintain library budget
- Plan and facilitate school-wide reading events
- Coordinate book fairs in collaboration with PTO

Employment Eligibility:

Successful candidates must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent

Experience:

- Previous experience in library work, preferred

Knowledge, Skills, and Abilities:

- Knowledge of basic library methods, practices and terminology
- Ability to work with students and promote appropriate reading materials
- Knowledge of computers, basic office procedures including alphabetizing, filing, record keeping and statistical compilation
- Maintain a library environment that is inviting and safe for all students

- Develop and maintain cooperative and positive relationships with students, staff and community.
- Hold students accountable for their words and actions in a compassionate and respectful manner

Certificates & Licenses:

- CPR/First Aid certification within 30 days of employment

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements: (including but not limited to)

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and reaching
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to lift and carry up to 25 lbs. without assistance

The above lists of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Evaluation:

- Observation, general supervision and formal evaluation by Superintendent or designee annually
- Probationary employees shall be evaluated at least once during their probationary period, and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation. (Article 3.1.3 of CSEA agreement)

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt

Employee Group: Classified

Contract Days: 180 days

Salary Grade: Classified Salary Schedule, Range 3

Supervisor: Principal

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 08/08/2023