



EMPLOYEE NAME: \_\_\_\_\_

Revised: 11/85; 3/86; 7/86; 8/88; 6/92; 8/92; 3/93; 1/94;  
11/94; 2/97; 9/98; 7/02; 7/03; 9/07; 10/12; 7/16; 6/18; 8/25

## JOB DESCRIPTION

<b>POSITION TITLE:</b> School Librarian	<b>JOB CODE:</b> 440
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Leadership	<b>WORKDAYS:</b> 183
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership for the school library program.	
<b>REVISION DATE(S):</b> 8/25	

### REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: Valid Georgia School Librarian Certification
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies; technology skills; leadership

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides leadership and plans collaboratively for the use of print and digital resources to enhance teaching and learning.
3.	Coordinates and manages a library learning commons and library program that foster a positive learning environment.
4.	Ensures effective organization and accessibility of the library learning commons and resources.
5.	Selects and orders resources consistent with system policies and school curriculum needs.
6.	Provides leadership and supervision for staff, including clerical, professional, and technical; may include student aides or parent volunteers.
7.	Plans collaboratively with teachers to integrate print and digital literacy skills into the curriculum.
8.	Designs and delivers technology-integrated learning opportunities for students and staff.
9.	Collaborates with teachers and students in the creation of multimedia projects and resources.
10.	Provides information about and complies with copyright laws.
11.	Evaluates and revises policies, procedures, and services of the library program on a continuous basis to determine strengths and weaknesses.
12.	Seeks opportunities for professional growth.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_