

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: District Librarian**

**Job Purpose Statement/s:** The District Librarian is responsible for leadership, development and coordination of the school library program and all aspects of the district-wide library services.

**Essential Job Functions:**

- Develops a collection of carefully evaluated library materials selected to meet the instructional goals of the district and to provide enrichment opportunities through recreational reading and listening.
- Plans, organizes, and implements district-wide standards for development, organization and operation of school libraries including procedures for collection accession, organizing, cataloging, processing, discarding and circulating library materials, and distribution of textbooks.
- Maintains inventory records of library holdings, develops budget requests, and submits financial reports as needed.
- Evaluates the total library program, services and materials for adequacy in meeting curricular needs, student and staff needs and local, state and national standards.
- Facilitates the selection, acquisition, management and distribution of instructional materials, including State adopted textbooks.
- Participates and assists in the development of the educational program and policies related to instructional media services and programs at the school and district level.
- Serves as a resource person to teachers and staff in appropriate use of the library, reference, and instructional materials.
- Assists in the development of information literacy programs.
- Develops activities that promote the growth of critical appreciation of literature and information resources.
- Consults with administrators and library staff regarding the development and implementation of library and media programs.
- Plans and coordinates a continuous program of staff development in various aspects of library organization and management; trains library staff to assure the effective operation of the library.
- Chairs regularly scheduled meetings with library staff and others as appropriate.
- Facilitates the development of specifications for automated library systems including ordering, cataloging, circulation, and inventory control for library materials.
- Consults with Personnel Services in the recruitment and selection of library staff.

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**Other Job Functions:**

- Attends and participates in Education Services meetings and pertinent district, county, and state workshops and meetings.
- Stays current with curricular/instructional research and materials through a variety of activities.
- Prepares pertinent reports as required.
- Performs other duties as assigned

**Job Requirements – Qualifications:**

**Education and Experience Requirements:**

- Bachelor's degree; Master's degree preferred.
- Three years of successful librarian experience; classroom teaching experience desired.
- Experience with diverse student and community populations.
- Understanding of second language acquisition theory; teaching and learning in multilingual settings.

**Skills, Knowledge, Abilities and/or Physical Requirements:**

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions.
- Abilities to stimulate and motivate students to learn; establish and maintain cooperative relationships with staff, vendors, and community members; communicate effectively in English both orally and in writing; meet schedules and time lines; work independently with appropriate direction; analyze situations accurately and adopt an effective course of action; learn and use technology and computer software applications as appropriate to the work environment; use tact, patience, and courtesy when dealing with people; apply initiative and judgment in discussing problems with community members and staff, involving library practices and policies; understand and be sensitive to those of culturally and linguistically diverse backgrounds; use a consultative approach to resolving work related issues; continuously seek quality service and process improvements in order to support the district's mission; plan, organize, implement, and support district and site library services and activities; train assigned staff; provide leadership and direction to school library programs; evaluate and select materials for site libraries that support the District's curriculum; develop technical standards for the purchase of instructional materials; design school library media centers; organize and chair District committees in support of library services; interpret, apply and explain rules, regulations, policies and procedures.

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- Knowledge of planning, organization and direction of procedural guidelines in support of school library services; modern theories and technology of school library programs and services including audiovisual and computer applications; criteria and techniques for the evaluation, selection, production, utilization and management of instructional materials that support classroom instruction; strong knowledge base in the area of elementary curriculum; State and District social content criteria and laws governing the selection, duplication, and use of instructional materials in libraries and classrooms; library facility design requirements; budget preparation and control; applicable laws, codes, regulations, policies and procedures.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Valid California Library Media Teacher Services Credential.
- Valid California Teacher Credential.
- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculosis Clearance.

**Reports to:** Assistant Superintendent, Education Services

**Work Year:** 194 Days

**Salary Placement:** Certificated Teacher Salary Schedule

**Evaluation:** Performance will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Certificated Personnel and the CTAB Contract.

Board Approved: June 30, 2009