

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

CLASSIFICATION TITLE: Certificated Librarian

DEFINITION:

Under the direction of the school principal the Librarian is responsible for leadership, development and coordination in the school library program and for all aspects of the operation of the school library. Provides cataloging of all instructional materials placed in the library.

ESSENTIAL FUNCTIONS:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required.

The position includes but is not limited to the following list of representative duties:

- Organize and administer the operation of the school library, including collection accession, cataloging of books and other materials, and utilization policies and procedures.
- Serve as a resource person to students, teachers and staff in appropriate use of the library and reference and instructional materials.
- Assist in collection development.
- Assist in developing information literacy programs.
- Develop activities that promote the growth of critical appreciation of literature and information resources.
- Keep professional skills current by attending appropriate conferences, workshops, and meetings, by reading professional journals, and by utilizing electronic resources.
- Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in education.
- Provide first aid and CPR if needed.
- Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, the Master Contract, and State regulations.
- Continuously seek to provide quality service and process improvements in order to support a mission and strategic vision.
- Preview, select, order and process all print and non-print materials for the library collection.
- May plan and coordinate assigned clerical, student and volunteer staff.

REQUIRED QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university. (Masters Degree desirable)
- An appropriate valid California teaching credential.
- An appropriate valid California Library Services Credential.

Experience:

- Minimum of three (3) years successful experience as a librarian in a school or other relevant environment.

Knowledge of:

- Efficient library management procedures.
- Child growth and development.
- Collaboration strategies.
- Technology and computer software applications relative to requirements of the position.
- Organization, operations, policies, and objectives of public education.
- Leadership, coaching, and teambuilding skills to strengthen and cultivate relationships.
- District mission statement, appropriate Board policies and regulations.

Ability to:

- Stimulate and motivate students to learn.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers, and the public.
- Communicate effectively in the English language 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.
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Be visibly involved in education and the community.
- Use a consultative approach to resolving work related issues
- Use strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes.
- Continuously seek quality service and process improvements in order to support a mission and strategic vision.

PHYSICAL REQUIREMENTS:

Of this position are, but not limited to the following:

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
2. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
3. Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
4. Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
5. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
6. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups

8. Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
9. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds

Working Conditions:

Indoor/Outdoor work environment subject to standing /sitting for long periods of time, bending, crouching, kneeling, walking, pushing, pulling, squatting.

LICENSE OR CERTIFICATES:

- Possess a California driver's license.
- CPR/First Aid Certification.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District Adheres to the provisions of Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education _____