



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

RCS HEAD LIBRARIAN

JOB SUMMARY:

The Head Librarian, under the general supervision of the RCS Principals, is responsible for the coordination of the elementary, middle and high school library program. This position will provide support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collections, processing, circulation, maintenance, and inventory of library materials.

REPORTS TO: RCS Building Principals

QUALIFICATIONS:

- Associates Degree or higher with special training Library & Information Resources
- Previous library job-related experience preferred
- Demonstrated competency with cataloging, word processing, spreadsheet, database, and related software
- A love for and the ability and willingness to work with students of different cultures and ability levels
- Excellent organizational skills and effective oral and written communication skills
- Ability to work with adults and to model Catholic values

DUTIES AND RESPONSIBILITIES:

1. Supervises and plans work schedule of library aides and/or volunteers
2. Creates and maintains a functional and attractive library environment across all schools.
3. Reviews and selects new library materials according to established procedures, and in accordance with curriculum needs and students' recreational needs.
4. Provide instruction in appropriate library procedures, terminology, organization, and related topics as age appropriate and needed for the building assignment.
5. Coordinate school library and reading incentives.
6. Coordinate promotion, displays, scheduling, and supervision of school book fairs.
7. Maintain neatness, orderliness and organization of library.
8. Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
9. Conducts classes in a variety of formats (e.g. reading aloud, story telling, puppet plays, etc.) for the purpose of promoting the use and enjoyment of literature.
10. Coordinates a variety of activities (e.g. book fair, decorating library, overdue book retrieval, etc.) for the purpose of supporting library operations.
11. Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
12. Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
13. Monitors student activities in the library for the purpose of maintaining a safe environment conducive to learning.
14. Orients students and staff to the use of library resources (e.g. classification system, "card catalog", care of materials, programs, etc.) for the purpose of establishing familiarity with library resources, services, and required processes.
15. Participates in building meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.

16. Performs circulation activities (e.g. item check-in and check-out, circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
17. Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, periodical renewal calendar, overdue lists, fines, costs, new student load; notices of missing, damaged, or overdue books, supply orders, etc.) for the purpose of providing documentation and information to others.
18. Processes library books, periodicals, software and related media materials (e.g. logging into master files, barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
19. Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
20. Keep in confidence any administrative, faculty/staff, or parent discussions.
21. Contribute to positive interpersonal and interdepartmental communication.
22. Demonstrate support of fellow employees and administration through actions and comments.
23. Attend meetings, workshops, conventions and training sessions when needed or directed.
24. Perform other duties as assigned by building administrator.

Employee Signature

Date

Administrator Signature

Date