



<b>JOB TITLE:</b>	Library / Curriculum
<b>SCHOOL/DEPARTMENT:</b>	All School
<b>EMPLOYMENT STATUS:</b>	Full-time
<b>CLASSIFICATIONS:</b>	Master's Degree Preferred
<b>REPORTS TO:</b>	Administration
<b>SUPERVISES:</b>	Library and Curriculum Needs
<b>CONTRACT YEAR:</b>	June through May

### **INSTRUCTIONAL AND PROGRAM MANAGEMENT**

1. Evaluate curriculum and instructional program.
  - Facilitate annual curriculum review committee which includes evaluation of current curriculum, research for new curriculum, and recommending changes brought forth by the committee.
  - Implement curriculum changes in consultation with the school administration.
  - Receive input in regard to current curriculum and respond appropriately.
2. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
3. Plan the necessary time, resources, and materials to support accomplishment of education goals.
4. Ready materials for classroom or reserve collection use as requested by teachers.
5. Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
6. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of the students.
7. May read to small groups of students and listen to individual students read aloud.
8. Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
9. Serve as information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of school resources.

### **ADMINISTRATION**

1. Compile budget and cost estimates based on documented program needs
2. Operate the media center automated circulation system.
3. Collect and maintain records of student fines and prepares parent notification as needed.
4. Receive and process books, materials, and equipment and reconciles with packing slips and invoices.
5. Repair books, magazines, and materials for the library/media center.

6. Perform the annual inventory and discard of library books and media center materials.
7. Assist with recording and accounting for newly purchased technology by tagging each item purchased.

**STAFF DEVELOPMENT**

1. Plan and provide staff development for teachers, administrators, and staff in designated subject area.
2. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.
3. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.

**OTHER**

1. Convey information to parent and community members about school programs.
2. Compile, maintain, and file all reports, records, and other documents required.
3. Model behavior that is professional, ethical and responsible.
4. Communicate through the proper channels.
5. Remain flexible in attitude and schedule.
6. Maintain confidentiality of information.
7. Arrive promptly for work each day and stay until duties are complete.
8. Perform other duties as assigned.
9. Maintain a positive and effective relationship with supervisors.
10. Communicate effectively with colleagues, students, and parents.

**DISCLAIMER:** *This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. Typical tasks include but shall not be limited to those listed above. This description may be revised by the supervisor, with HR review and approval, at any time. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliances with Federal and State Laws.)*

**ACKNOWLEDGEMENT STATEMENT**

I have read and understood this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations. I acknowledge that I have been given a copy of this job description.

Print Name	Employee Signature	Date
Print Name	Head Administrator Signature	Date