

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Librarian, K-12 Schools

Under the immediate direction of the principal, the librarian instructs and assists school personnel in the use of materials and equipment housed in the library. Library services support the instructional program as identified by district goals and objectives of school and district.

Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Instructs students in the use of library materials and equipment and in research skills, individually or in groups, to supplement and reinforce classroom instruction
4. Collaborates effectively with other teachers and staff members on the utilization of technology in the school library
5. Uses technology & computer skills to enhance the learning experience of students in the library
6. Instructs student library assistants in an exploratory learning experience, using a planned course of instruction
7. Participates with teachers and administrators in planning and coordinating library programs and curriculum areas in accordance with the school's instructional goals
8. Provides a room environment conducive to learning research activities
9. Receives and processes requests for library instructional materials and equipment and makes all final selections for purchases, as guided by district policies
10. Receives, catalogs, and classifies all library materials
11. Supervises the technical processes necessary for the acquisition, processing, organization, maintenance, and retrieval of library materials and equipment
12. Accepts responsibility for budget preparation and accounting, and preparing reports, inventories, and other necessary records within the individual school library
13. Provides supervision to classified personnel, student assistants, instructional aides, and library interns assigned to the school library program
14. Participates in professional growth activities
15. Accepts reasonable share of responsibility for the general operation of the school program