



## School Librarian Job Description

*Revised June 10, 2017*

*Adapted with permission of the American Association of School Libraries (AASL)*

**Title:** School Librarian

**Qualifications:** Holds a Maine Certificate 071: Library Media Specialist

**Reports to:** School library supervisor/department head and building principal

**Supervises:** Paraprofessional(s) who comprise the school library staff, and, if applicable, volunteers and student assistants

**Job functions:**

- **Program administrator and leader**
- **Instructional partner**
- **Information specialist**
- **Information and technology literacy teacher**
- **Reading advocate**

### 1. Program administrator and leader

As program administrator, the School Librarian is a leader who works with members of the learning community to define the policies of the school library program (SLP), and to guide and direct all activities related to it. The School Librarian maximizes the efficiency and effectiveness of the school library program by:

- Sharing expertise and promoting the library program
- Aligning the SLP to school, state and national program standards
- Developing and implementing program goals and objectives that are aligned with school and district long-range strategic plans
- Supervising and evaluating support staff
- Taking an active role in school improvement
- Conducting ongoing action research and evaluation to inform continuous, evidence-based program improvement
- Preparing, justifying and administering the school library program budget
- Establishing processes and procedures for selection, acquisition, circulation and resource sharing so as to ensure resources are available when needed
- Creating and maintaining a school library media center that is inviting, safe, flexible, and conducive to student learning
- Selecting and using effective technology for management purposes
- Participating in the recruitment, hiring, and training of other professionals, library assistants, student and volunteer staff
- Ensuring equitable physical and digital access to school library facilities, resources and technology for the entire school community by providing barrier-free, universally designed spaces and revisiting censorship in accordance with the Library Bill of Rights
- Encouraging the use of instructional technology to engage students, improve learning, and provide 24/7 access to digital information resources for the entire learning community



## **2. Instructional partner**

As an instructional partner the School Librarian works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The School Library Media Specialist demonstrates his or her role as an essential and equal partner in the instructional process by:

- Participating in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- Collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- Participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities

## **3. Information specialist**

As information specialist, the School Librarian provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The School Library Media Specialist ensures equitable access and responsible use of information by:

- Developing and maintaining a collection of resources that is appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- Cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
- Evaluating, promoting and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- Working with the technology staff to provide guidance in software and hardware evaluation, and developing processes for such evaluation

## **4. Information and technology literacy teacher**

As a teacher, the School Librarian empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The School Library Media Specialist supports student success by:

- Teaching information ethics, including safety, responsibility, copyright, fair use, licensing, and appropriate attribution
- Teaching information and digital literacy
- Teaching the evaluation of resources in all formats so that users can assess credibility, relevance, and currency
- Supporting student reading for understanding, for exposure to diversity of viewpoints and genres and for pleasure
- Guiding the use of information for defined and self-defined purposes
- Helping them build on prior knowledge and construct new knowledge
- Inspiring them to embrace the world of information and all its formats
- Helping them work with peers in successful collaboration for learning
- Supporting their constructive assessment of their own learning and the work of their peers



## 5. Reading advocate

As an advocate for reading, the School Librarian promotes the enjoyment of reading by:

- Establishing and modeling a culture of reading in the school community
- Motivating and guiding students to read for enjoyment and understanding
- Providing resources in support of curriculum and student interests.

**Terms of Employment:** Teacher work year plus extended-year days

**Evaluation:** Performance of this job will be evaluated in accordance with district policies, to include both teaching and administrative duties