

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	District Librarian
SALARY PLACEMENT:	Certificated Salary Schedule Rocklin Teachers Professional Association

SUMMARY:

The District Librarian shall be responsible for the overall administration and operation of the school library/media centers and of the programs within those library/media centers. The District Librarian shall work closely with administrators and faculty members from all schools to make the most effective use of available resources and personnel.

SUPERVISOR:

This position reports directly to the Directors of Elementary/Secondary Programs and School Leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Establish, maintain, and implement school library/media policies.
2. Communicate with administration regarding budgets, policies, and programs.
3. Train library aides, student assistants, and volunteers.
4. Maintain knowledge of current library/media philosophies and practices and relate them to site level library/media personnel.
5. Evaluate, select, and catalog appropriate library/media materials using a wide range of professional resources, including input from faculty and students.
6. Maintain library/media collection and database which are current and relevant to the curriculum.
7. Provide orientation to all library/media users.
8. Provide instruction of students and staff in the use of library/media materials, research techniques, and new technologies.
9. Provide leadership in library/media related projects and programs (such as California Young Reader Medal, organized research presentations/competitions, oral language fairs, etc.).
10. Serve as a resource to teachers in curriculum and instructional design.
11. Outline and conduct public relations (e.g., maintain schedule of activities, publicize new acquisitions, write articles, give book-talks, etc.).
12. In collaboration with site administration, provide feedback for site library aide evaluation.
13. Other duties as assigned.

EDUCATION:

Possession of a valid California Teacher Librarian Services Credential or equivalent.

EXPERIENCE:

Previous experience as a librarian; ability to direct library/media program and the staff.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License
Valid Librarian Services Credential

GOALS OF EFFECTIVE PERFORMANCE:

The goal of effective performance will be to ensure consistent, positive visibility for school and district library media programs. Two-way communication between library media personnel and the school community promotes understanding and builds good will, cooperation, and support. The ultimate success of school library/media programs depends, to a large extent, upon the level of understanding and support from within the general school community for the mission, goals, and objectives of the program.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category II:

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The noise level in the work environment is usually quiet.

Adopted: August 1, 1990
Revised: July 16, 2015
Revised: December 14, 2016

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Rocklin Unified School District maintains a tobacco-free, drug-free environment.