



## School Librarian

**Mission (Purpose and Function):** Creating an environment of books and resources to expand children's imagination and learning

**Responsible to and evaluated by:** Head of School

### Responsibilities

1. Greet every visitor that walks in the door
2. Check in/out books and other resources
3. Assist teachers in collecting resources for a variety of units in multiple subject areas
4. Work with teachers to promote reading incentive programs
5. Teach students
  - a. Proper library etiquette
    - i. Book care
    - ii. Using the stick divider when looking for books (do not reshelve books if you do not know where they go)
    - iii. Checking books in and out
    - iv. Time and space for silent reading
  - b. Dewey Decimal System (3rd grade and up)
  - c. Organization of the library
6. For K-2 students, read a story to the students at the beginning of their library time
7. For 3-5 students, introduce series, books, or themes at the beginning of their library time
8. Manage the books and resources in the library
  - a. Purchase books and other resources for the library and teacher's classrooms
    - i. Procedure for selection
      1. In selecting materials for purchase for the school, the librarian will evaluate the existing collection and curriculum needs
      2. The librarian will consult reputable, professional resources for additional information and guidance
      3. Recommendations for purchase should be solicited from the faculty, student body, and community
    - ii. Procedure for reconsideration
      1. The person who objects to particular materials should address the issue in writing to the librarian
      2. The librarian and the administrator should review the situation

together; review objections, review reasons for selection of the material, review its appropriateness to the age of the students who use the school library

- b. Recycle outdated or damaged books and resources
- 9. Decorate the library with a variety of themes (ie. holidays, special events/days/months)
- 10. Keep the library clean and organized
- 11. Notify families and staff of fee(s) for overdue, lost, or damaged books or media items
- 12. Explore new ideas to increase student interest in reading
- 13. Coordinate and execute the annual Scholastic book fair

**Work Period:** First week of September (after Labor Day) - First week of June (library closes Friday before Memorial Day for inventory).

**Remuneration:** Hourly. Two days a week (8:00am-3:30pm).

## **The Six Habits of Highly Effective School Librarians**

Earlier this year, the American Association of School Librarians issued a statement on the instructional and collaborative roles that school librarians can play with students, teachers, and administrators (published in *Knowledge Quest*). Librarians are “uniquely positioned,” said the AASL, “to teach every student and the school community through traditional, blended, and distance learning.” Some key areas:

*Inquiring* – Librarians orchestrate engaging learning experiences that fill knowledge gaps and get students displaying initiative and curiosity, developing skills, thinking critically, identifying problems, and honing strategies to solve problems and share their products.

*Including* – Librarians select reading materials and resources in a wide variety of formats – print, textual, visual, media, news, and digital – that reflect diverse and inclusive points of view and develop students’ ability to read for information and personal enjoyment. Content is reading-level-free and includes assistive technology that makes it accessible to all students.

*Collaborating* – Librarians are instructional partners with colleagues – planning, co-teaching, and co-evaluating – as the school deepens learning, boosts academic achievement, broadens perspectives, and empowers students to work with others and assess their own work.

*Curating* – Librarians select a wide range of resources that complement the school’s curriculum and students’ interests, and empower colleagues and students to do their own selecting, organizing, and sharing of helpful information.

*Exploring* – Librarians work with their colleagues to guide students as they explore, discover, reflect, enjoy, create, innovate, and build stamina – all with a growth mindset.

*Engaging* – Librarians develop and maintain an environment that is fun, inviting, safe, flexible, collaborative, inclusive – in short, conducive to learning. This includes teaching and modeling digital citizenship, adhering to copyright and fair use, and providing guidelines for anytime/anywhere access to the online library catalog, digital and audio books, and a variety of information resources, devices, and tools.

[“The Instructional Role of the School Librarian”](#) by the American Association of School Librarians Board of Directors in *Knowledge Quest*, November-December 2020 (Vol. 49, #2, pp. 8-9)