

BEDFORD COUNTY BOARD OF EDUCATION

TITLE

Librarian

QUALIFICATIONS

1. Valid teacher's license.
2. Appropriate certification.
3. Sufficient experience in library management.
4. Strong, written, verbal, analytical and interpersonal skills.
5. Meets health and physical requirements.

JOB GOAL

To develop and implement procedures for identification, evaluation, acquisition, production, organization, and coordination of the school's library resources, and to instruct, motivate, and assist students and staff in the use of those resources.

ACCOUNTABLE TO

School Principal

ESSENTIAL FUNCTIONS

1. Furnishes information on library activities, facilities, rules and services.
2. Explains and assists in use of reference sources, such as the card or book catalog, periodical indexes and computerized search systems to locate information.
3. Describes or demonstrates procedures for searching catalog files and computerized search systems.
4. Searches catalog files and shelves to locate information.
5. Issues and receives materials for curriculum or for use in library.
6. Assembles and arranges displays of books and other library materials.

7. Maintains reference and circulation materials.
8. Answers correspondence on special reference subjects.
9. Selects, orders, catalogs, and classifies materials.
10. Plans library assignments with teachers and students.
11. Promotes good library conduct.
12. Helps students develop skills in using library.
13. Plans and directs or carries out special projects involving library promotion and outreach activity.
14. Performs other work-related duties as assigned by the principal.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles.
2. Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively.
3. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

SALARY	As per current state and local salary schedules.
CONTRACT LENGTH	200 Days
SICK LEAVE	1 Day per month of service
PERSONAL/PROFESSIONAL	2 days per year
VACATION	As per current Board Policy
EVALUATION	Performance will be evaluated in accordance with local and state guidelines.