



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 300 Professional Staff Positions
TITLE: 003 Librarian

TITLE:	Librarian
QUALIFICATIONS	<ul style="list-style-type: none">* Bachelor's Degree or higher* Must hold a valid Librarian Certificate for the State of Missouri* Effective written and verbal communication skills* Highly organized and creative with extensive knowledge of the learning process
REPORTS TO / EVALUATED BY:	Building Principal
SUPERVISES:	All students assigned to the Librarian.
TERM OF POSITION:	10-Months (typically consisting of 180-190 days of service)
SALARY:	Applicable column and step on the school district's salary schedule
VACATION:	none
CONTRACT:	One-Year contract for first 5 consecutive years; Indefinite Contract beginning with 6th contract as defined by Missouri statutes
JOB GOAL:	The goal of the Librarian is to promote, enrich, and support the enjoyment of reading for students by providing a wide variety of resources, instruction, technology, and media services.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Librarian will meet and instruct assigned classes in the locations and at the times designated.* The Librarian will plan and prepare for the assigned classes and show written evidence of preparation upon request of the building Principal.* The Librarian will cooperate and work together with other staff members in planning, developing, writing, maintaining, and updating of curriculum and instructional goals, objectives, methods, and assessments.* The Librarian will plan, develop, and maintain a program of study that meets the individual needs, interests, and abilities of the students.* The Librarian will strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.* The Librarian will guide the learning process enabling students to progress in harmony with the curriculum goals, and establish and communicate clear objectives for all lessons, units, and projects.* The Librarian will create a library environment that exhibits positive, mutual Librarian/student relationships conducive to learning and appropriate to the maturity and interests of the students.* The Librarian will maintain a physically and aesthetically attractive library setting and will exercise proper care and handling of district equipment.* The Librarian will assess the accomplishments of the students on a regular basis and provide progress reports as required and communicate with parents as deemed necessary.



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- * The Librarian will establish and maintain appropriate and cooperative working relationships with administrators, staff members, students, parents, and patrons.
- * The Librarian will recognize students encountering medical, physical, and/or psychological problems and will refer these students to the district's specialists as required.
- * The Librarian will assist the administration in implementing all policies and/or rules governing student life, behavior, and conduct.
- * The Librarian will strive to maintain and improve their professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
- * The Librarian will attend and participate in all staff meetings and serve on staff committees as required.
- * The Librarian will participate in and share the responsibility for co-curricular and extracurricular activities.
- * The Librarian will make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so, under reasonable terms.
- * The Librarian will utilize the school handbook, building newsletter, special bulletins, and any other school literature to inform patrons and members of the community about school programs, activities, calendar, and policies.
- * The Librarian will maintain a comprehensive and efficient system for the cataloging of all library materials.
- * The Librarian will organize and maintain accurate, complete, and correct records of all media acquisitions and circulation materials, as required by law, district policies, and administrative guidelines.
- * The Librarian will organize and maintain a collection of publisher and AV vendor catalogs in the media center.
- * The Librarian will establish and maintain appropriate routines and procedures for selecting, ordering, processing, organizing, classifying, and maintaining all holdings in the library media center.
- * The Librarian will provide training for staff and students in the use of audio-visual equipment, as needed.
- * The Librarian will coordinate the daily operation of the building media center.
- * The Librarian will perform any and all other tasks, responsibilities, and/or duties as may be assigned or designated by the Superintendent, Assistant Superintendent, Principal, or Assistant Principal.