

**CLASS SPECIFICATIONS FOR THE  
LIBRARIAN**

**DEFINITION**

Under direction, to plan, carry out, and evaluate the use of instructional materials for both groups and individual pupils, as appropriate for the assigned segment and subject area(s).

**QUALIFICATIONS**

The minimum requirements is a valid California teaching credential with a specialized preparation in the area of librarianship in the assigned segment. Additionally, demonstrated success, either in prior teaching, student teaching, and/or related experiences, in meeting the intellectual, emotional, and physical needs of pupils, is required.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Develops performance objectives which are consistent with established district goals and objectives.
- \_\_\_ 2. Plans and implements a program of instruction that teaches pupils the effective use of library and other instructional media resources.
- \_\_\_ 3. Stimulates and guides pupils in their reading and use of other media.
- \_\_\_ 4. Provides individual reference assistance to faculty and pupils.
- \_\_\_ 5. Provides as need indicates supplementary reading lists and bibliographies of a variety of media that is correlated with the established curricula.
- \_\_\_ 6. Reads review literature concerning all types of materials. Evaluates, selects and maintains a library collection that attempts to be well balanced, supports the established curricula and provides recreational material.
- \_\_\_ 7. Selects, orders, catalogs and processes all types of library media to provide for easy access and retrieval.
- \_\_\_ 8. Provides assistance in the ordering, processing and distribution of text books.
- \_\_\_ 9. Maintains a behavioral climate in the library conducive to learning, and works with other staff in attempting to resolve problems of student behavior.
- \_\_\_ 10. Works closely with other staff members so that the library may be of maximum service to the instruction program.
- \_\_\_ 11. Serves, as requested, as a resource person on school committees concerned with curriculum development.
- \_\_\_ 12. Identifies and attempts to meet special needs of pupils and initiates referrals to special programs and services personnel as necessary.
- \_\_\_ 13. Plans and coordinates the work of paraprofessionals, parents and volunteers as assigned to the library.

## **LIBRARIAN**

### **TYPICAL DUTIES AND RESPONSIBILITIES (Continued)**