

**PROFESSIONAL STAFF POSITIONS  
(Job Description: Librarian)**

TITLE: Librarian

QUALIFICATIONS:

1. The librarian must be appropriately certified in the State of Colorado as provided by law.
2. Certificated staff must be qualified for the area or grade level in which they perform, meeting Colorado Department of Education accreditation standards as well as North Central Association standards for high school positions.

REPORTS TO: Building Principal

SUPERVISES: Students and Teacher Aides

PERFORMANCE RESPONSIBILITIES:

It is the responsibility of the librarians of the Monte Vista School District to perform up to district standards or higher in all standard areas. (Refer to AFC-1-E3 Librarian Evaluation Form for an explanation of district standards and other criteria for each standard.)

Performance Area A -- Administrative Responsibilities

- A. 1. Develops policies to implement the school library media program.
- A. 2. Demonstrates effective planning and evaluation of the school library media program.
- A. 3. Demonstrates competence in budget administration.
- A. 4. Provides library services to teachers and community.
- A. 5. Cooperates professionally with other school library media centers, local libraries and library systems.

Performance Area B -- Educational Responsibilities

- B. 1. Provides instruction in the use of library media services and resources.
- B. 2. Provides students and faculty with media services and resources.
- B. 3. Works closely with faculty to promote effective use of library media services and resources.
- B. 4. Projects a cooperative role with school faculty.
- B. 5. Communicates effectively with others.

B. 6. Demonstrates knowledge of and sensitivity for culture-and gender of students.

B. 7. Provides materials for individuals.

Performance Area C -- Technical Responsibilities

C. 1. Establishes efficient processing procedures.

C. 2. Keeps the collection in good condition and readily accessible.

Performance Area D -- Positive Interpersonal Relationships

D. 1. Demonstrates effective interpersonal relationships with community/library patrons.

D. 2. Demonstrates effective interpersonal relationships with staff.

D. 3. Promotes positive student self-concept.

D. 4. Demonstrates sensitivity in relating to students.

D. 5. Promotes self-discipline and responsibility.

Performance Area E -- Professional Responsibilities

E. 1. Demonstrates employee responsibility.

E. 2. Demonstrates a willingness to keep library services and resources current.

E. 3. Supports school regulations and policies.

E. 4. Collaborates appropriately with colleagues as requested and on own initiative.

Approved: 07/11/91