



RIALTO UNIFIED SCHOOL DISTRICT

District Librarian Job Description

DEFINITION

Under the direction of the Lead Academic Agent: Interdisciplinary Studies & Humanities, coordinates activities in support of the general instructional program through textbook acquisition, library media programs, instructional media resources, and materials and equipment; and supervises the Teacher Resource Center and secondary libraries.

ESSENTIAL DUTIES

- Directs the operation of the Teacher Resource Center, the Professional Library and Secondary School Libraries.
- Assists district personnel, in the selection and use of instructional materials and services.
- Provides technical guidance in current and future trends/innovations in the utilization of educational technology on the operation of school libraries.
- Recommends proper controls for the acquisition and distribution of instructional materials, including technology assisted instructional resources.
- Prepares and submits recommendations for budget of the Teacher Resource Center and assists school sites in development of site library budgets.
- Interprets policies that apply to instructional media and their relationship to the instructional program of the district.
- Assists in the developmental plans for instructional media, library services, and facilities.
- Coordinates the selection, acquisition, cataloging and distribution of instructional materials provided through the Professional Library, the Teacher Resource Center for the District, and the site school libraries.
- Coordinates selection and distribution of state textbooks.
- Communicates effectively with site and District staff.
- Performs other duties as assigned by the Lead Academic Agent: Interdisciplinary Studies & Humanities.

QUALIFICATIONS

Knowledge of: Staff development principles and techniques.

Ability to: Analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; make presentations to various audiences and to facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events as needed.

EXPERIENCE AND EDUCATION

Experience and Education:

- Five (5) years' successful experience as a school librarian;
- Possession of a valid California Teaching credential;
- Possession of the appropriate valid California Librarian credential;
- Possession of Master's degree
- Possession of a valid California EL authorization or equivalent.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High

Must keep up with schedule: High
Able to work extended hours as needed: High
Dealing with upset employees,
parents, community members: Moderate

Physiologic factors:

Must maintain a high level of consciousness: Yes
Orientation to time, place or person: Yes
Ability to read at 12th grade level: Yes
Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes