

MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT NO. 223
JOB DESCRIPTION

Position Title: District Librarian (K-8)
Reports to: Superintendent: Also each building principal

Mission Statement of District:

To instruct and assist students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

Qualifications:

- 1) Valid and properly registered Professional Educator License, issued by the Illinois State Educator Preparation and Licensure Board
- 2) School Media Endorsement
- 2)3) Evidence of physical fitness and freedom from communicable disease
- 3)4) Successful completion of criminal background check

Required Knowledge, Skills, and Abilities:

- Possess effective oral and written communication skills
- Able to comprehend and follow written and verbal instructions
- Able to foster a cooperative work environment
- Able to work with students and adults in a positive manner
- Physically and emotionally able to perform job responsibilities
- Able to attend work regularly and punctually and complete duties in a timely manner
- Of good moral character and possessing temperate, ethical, and industrious habits
- Skilled in the use of office computer equipment, related software applications, and other standard office machines
- Knowledge of basic management and supervisory skills
- Skilled in the use of library media both written and electronic
- Possess effective organizing and coordinating skills
- Able to make procedural decisions and judgments
- Able to work effectively with a wide range of constituencies in a diverse community
- Able to perform multiple concurrent tasks and attend to detail
- Able to set goals and establish methods for achieving these goals
- Skilled in problem solving and resolving issues
- Knowledge in content area and accompanying pedagogy
- Knowledge of resources available to best support personal and student growth

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- Able to communicate effectively with students, staff members, and parents

Responsibilities and Essential Duties:

- Adhere to the School Board policies and procedures.
- Implement the District's philosophy of education and instructional goals and objectives as defined in the mission, vision, values, school improvement plan and district strategic plan.
- Meet and instruct assigned classes in the location and at the time designated.
- Plan a program of study within the curriculum that, as much as possible, meets the individual needs, interests, and abilities of the students in accordance with the Districtwith District curriculum.
- Employ a variety of instructional techniques and instructional media, consistent with the location provided and the needs and capabilities of the students.
- Meet, as required and within reason, with students, parents, administrators and/or consultants.
- Communicate with parents regularly and document processes used to engage parents in the educational program.
- Maintain accurate, complete and correct records and maintain confidentiality of the same as required by law, School Board policy or District procedures.
- Maintain student discipline in the libraries in accordance with School Board policy.
- Participate in building and/or District initiatives.
- Take an active role in school improvement and accreditation.
- Share expertise by presenting to staff, library assistants, and students.
- Create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff.
- Share with the learning community collaboratively developed and up-to-date School Board policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
- ~~Encourage the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community.~~
- Collect and analyze data to improve instruction and administration of programs
- Maintain active memberships in appropriate professional associations.
- Remain current in professional practices and developments, information technologies, and educational research applicable to school library programs.

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- Advocate for school library programs and the guiding principles of the school library profession; the school librarian acts as an accessible and informed proponent of the school library profession by:
 - a. Advocating, communicating, and promoting opportunities to improve the profession;
 - b. Maintaining frequent and timely communication to stakeholders through the school and library website, parent newsletter, e-mail, and other formats;
 - c. Demonstrating a commitment to maintaining intellectual freedom, promoting the ethical use of information as an instructional partner; and
 - d. Building and strengthening connections between student information and research needs, curricular content, learning outcomes, and information resources with teachers and other educators.

- In accordance with District procedure:
 - a. Participate in the curriculum development process at both the building and District level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners;
 - b. Collaborate with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking;
 - c. Participate in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities;
 - d. Join with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning;
 - e. Provide and plan professional development opportunities within the school and district for and with all staff;
 - f. Provide leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information;
 - g. Develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community;
 - h. Cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school;
 - i. Model effective strategies for developing multiple literacies; and
 - j. Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, and communicate with students and teachers.

- Protect confidentiality of records and information gained as part of exercising professional duties in accordance with the law and School Board policies.

- ~~Perform other duties as assigned.~~

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- Be knowledgeable of and adhere to applicable laws and guidelines, including but not limited to, the Illinois School Code, State Board of Education rules and regulations, School Board policies and procedures, all federal and state laws and rules as they relate to the position, and contractual obligations, where applicable.
- Perform other duties as assigned.

Physical Demands and Work Environment:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to manipulate, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk.~~While performing the duties of the job, the employee is regularly required to sit 25-50% of the day; use hands to manipulate, handle, or feel 25-50% of the day; talk and hear 75-100% of the day; reach with hands and arms 25-50% of the day; and stand and walk 50-75% of the day.~~ The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Other physical demands of the positions include: regular bending, squatting, kneeling, twisting/turning/balancing, reaching above shoulder/outward, and typing/keyboarding.

In the work environment, the employee is regularly exposed to video display and regularly works in typical interior/office environmental conditions. The employee works as designated through a collective bargaining agreement. The noise level in the work environment is usually moderate.

Term of Employment: ***As designated through collective bargaining agreement***

FLSA Status: ***Exempt***

Evaluation: ***As designated through collective bargaining agreement***

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board policy and procedures. Job functions are subject to modification.

Non-Discrimination Statement:

Meridian Community Unit School District No. 223 is an equal opportunity employer. The District does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

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