

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: Librarian**

**QUALIFICATIONS:**

- a. B.A. Degree in the field of Education, with emphasis in Library and Media.
- b. Master's Degree in Library and Media recommended but not required.

**REPORTS TO:**

Building Principal

**SUPERVISES:**

K-12 Library "System"

**JOB GOAL:**

To maintain the best library possible for students in the Winner School District. This library would then assist students in developing habits of independent reference work and also to develop the necessary skills in the utilization of reference materials to complete planned educational assignments.

**PERFORMANCE RESPONSIBILITIES:**

1. Operates and supervises the K-12 library system -- more specifically the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers/other staff when the library acquires new materials.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students in the proper use of the system.
6. Arranges for interlibrary loan of materials of interest to teachers and other staff members.
7. Works with teachers in planning those assignments likely to lead to extended utilization of library resources.
8. Promotes appropriate conduct of pupils using the library.
9. Presents and discusses materials with a class studying a particular topic -- if requested to do so --& if schedule permits.
10. Participates in curriculum meetings.
11. Prepares and administers the library budget.
12. Supervises library aides in the performance of their duties.
13. Counsels with, and provides reading guidance to, students who have special reading problems and request her/his assistance.
14. Arranges frequently-changing, book-related displays and exhibits likely to interest the library's patrons.
15. Participates actively in library and other educational and professional associations on the local and state level.
16. Eliminates obsolete materials and worn materials from the library collection.

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17. Supervises any clerical routines necessary for the smooth operation of the library.