

**Job Title:** Librarian

**FLSA Exemption Status:** Exempt

**Term:** 200 days

**Minimum Qualifications:**

1. Valid Tennessee teaching license with appropriate endorsement(s); and
2. Sufficient experience in library management; and 3. Strong written, verbal, analytical and interpersonal skills.

**Job Objectives/Goals:**

To develop and implement procedures for identification, evaluation, acquisition, production, organization, and coordination of the school's library resources, and to instruct, motivate, and assist students and staff them in the use of those resources.

**Responsibilities and Essential Functions:**

1. Furnishes information on library activities, facilities, rules and services;
2. Explains and assists in use of reference sources, such as the card or book catalog, periodical indexes and computerized search systems to locate information;
3. Describes or demonstrates procedures for searching catalog files and computerized search systems;
4. Searches catalog files and shelves to locate information;
5. Issues and receives materials for circulation or for use in library;
6. Assembles and arranges displays of books and other library materials;
7. Maintains reference and circulation materials;
8. Answers correspondence on special reference subjects;
9. Selects, orders, catalogs, and classifies materials;
10. Plans library assignments with teachers and students;
11. Promotes good library conduct;
12. Plans and directs or carries out special projects involving library promotion and outreach activity;
13. Attend work on a regular and predictable basis; and
14. Performs other work-related duties as assigned.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.

**Physical Demands:**

This job may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing

3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

