**Otterville RVI School District**

**101 W Georgetown Street, Otterville MO 65348**

**Supt. Dan Kruse, 660-366-4391**

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**Job Title: School Librarian**

**Location: Otterville School District, MO**

**Reports To: Principal or School Administrator**

**Job Summary:**

The School Librarian is responsible for managing the school library, fostering a love of reading and learning among students, and supporting the instructional goals of the school by collaborating with teachers and integrating information literacy into the curriculum. This role involves maintaining the library’s collection, organizing resources, and creating a welcoming environment for students and staff.

**Key Responsibilities:**

1. **Library Management:**
	* Oversee the daily operations of the school library, including circulation, cataloging, and shelving of books and other resources.
	* Maintain the library’s collection by selecting, acquiring, and processing new books, periodicals, and digital resources that align with the curriculum and students’ interests.
	* Organize and manage library resources, ensuring they are easily accessible and well-maintained.
2. **Instructional Support:**
	* Collaborate with teachers to integrate library resources and information literacy skills into the curriculum.
	* Conduct library orientation sessions and teach research and information literacy skills to students.
	* Provide support for classroom projects and assignments by assisting students in locating and using library resources effectively.
3. **Reading Promotion:**
	* Foster a love of reading by organizing book talks, reading programs, author visits, and other activities that encourage students to read for pleasure.
	* Develop and implement programs and displays that promote diverse literature and reading opportunities.
4. **Technology Integration:**
	* Manage the library’s digital resources, including e-books, databases, and other online materials.
	* Assist students and staff in using technology effectively for research and learning purposes.
	* Stay current with emerging technologies and recommend tools that enhance the library’s offerings.
5. **Administrative Duties:**
	* Maintain accurate records of library transactions, including circulation statistics, inventory, and budget reports.
	* Develop and enforce library policies and procedures.
	* Supervise and train student assistants or volunteers who help in the library.
6. **Community Engagement:**
	* Collaborate with parents, community members, and local organizations to support literacy and library initiatives.
	* Serve as a liaison between the school and the public library, coordinating activities and resources.
7. **Professional Development:**
	* Stay informed about current trends in library science, education, and technology through professional development and continuing education.
	* Participate in school and district meetings, committees, and professional organizations.

**Qualifications:**

* **Education:** Bachelor’s degree in Library Science, Education, or a related field; Master’s degree in Library Science (MLS) or Library and Information Science (MLIS) preferred.
* **Certification:** Valid state certification as a School Librarian or Media Specialist.
* **Experience:** Previous experience working in a school library or educational setting is preferred.
* **Skills:**
	+ Strong knowledge of children’s and young adult literature.
	+ Excellent organizational and time-management skills.
	+ Proficiency with library management software and digital resources.
	+ Effective communication and interpersonal skills.
	+ Ability to work collaboratively with students, staff, and the community.

**Working Conditions:**

* **Hours:** Full-time, typically during school hours with occasional after-school or evening events.
* **Environment:** Library setting within the school building. Interaction with students, staff, and the community is frequent.

**Salary and Benefits:**

* Compensation and benefits are determined by the Otterville School District’s policies and may vary based on experience and qualifications.

This job description outlines the general responsibilities and qualifications for the position and may be subject to change based on the needs of the school or district.