

Moencopi Day School

POSITION DESCRIPTION

TITLE:	LIBRARIAN TECHNICIAN
EMPLOYMENT:	School Year (non- exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITY:	Responsible for the overall operation of the school's library.
ADHERENCE TO:	Hold a firm belief and commitment to MDS Philosophy, Vision and Mission.

QUALIFICATIONS

- Required Associates degree or 60 semester hours of coursework documented on an official transcript from an accredited institution of higher education.
- Knowledge and experience for two (2) years' experience in Library setting.
- Knowledge and experience in Library Management.
- Knowledge of State of Arizona Library/Media Center Model.
- Knowledge and experience with state standards; standards-based instructional planning and lesson delivery procedures.
- Willingness to keep abreast of changing technologies and to assume new responsibilities required by the introduction of new library services and equipment.
- Required experience with diverse populations, specifically Native American.
- Experience with teacher collaboration teams or teamwork must.
- Computer literate and experience with technology-based assessments.
- Required valid Driver's License, First Aid/CPR Certificate.
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Department of Public Safety and Federal.
- Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Excellent communication skills, ability to communicate and work well with staff, students, parents and community.
- Hopi/Native American Preference.
- Salary will be determined from Teacher Assistant/Technician salary schedule.

RESPONSIBILITIES

Is responsible for the overall operation of the school's library; serves as the leader in developing and promoting the information literacy component of the school curriculum; serves as the supervisor/director of the library media program in the school.

LIBRARY OPERATIONS AND MAINTENANCE

- Responsible for the overall operation of the library; knows the collections, equipment, or provision of production services.
- Responsible for the development of a **Library Procedural Manual** for school use; manual is to include components such as: collection maintenance, budgeting, ordering procedures, receiving and cataloging procedures, inventory, weeding and book repair, circulation parameters, fines, payment of lost books, procedures for responding to parental concerns, equipment use, etc.
- Responsible for the development of the **MDS library services and operation policy**; to include selection and collection procedures and library and internet use guidelines and procedures.

- Responsible for the **yearly needs' assessment and evaluation of library services**; provides finding and report to school administration and governing board on yearly basis.
- Responsible for providing ongoing reports to administration and governing board on library usage, attendance and service use and circulation.
- In collaboration with Instructional Coach and teachers, coordinates the implementation of the **Reading and Math Assessment Programs**; oversee the technology aspect of these computerized assessment systems; collaborate with Academic Supervisor and Administration is the analysis and use of data to monitor student progress and performance.
- Establishes a library advisory committee; committee to meet monthly.
- Responsible for clerical service(s) in the school library media center, such as checking materials in and out, shelving materials, etc.
- Maintains area networks, library hardware, troubleshoots and installs library software, trains others in use of practical library hardware and software.
- Participates in frequent, informal collaborative curriculum planning with the school staff and other librarians.
- Be always responsible for the supervision of students.
- Maintains required library services files and records.
- Be responsible for enforcing school approved discipline plan.
- Identifies and refers unusual student behavior to appropriate specialists, reports to the nurse any injury or illness to a student.
- Knows and follows school regulations regarding emergency and safety procedures.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will spend additional time with MDS students within and outside classroom to reach AYP.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities.
- Be responsible for discharging instructional and non-instructional school-related activities (i.e. playground and lunch room duty);
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; knows and observes Board policies and regulations.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of classroom.
- Remains in school after dismissal of students, as necessary to complete daily duties, attends teacher and committee meetings and holds parent conferences.
- Provides Quality Customer Service.
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____ SIGNATURE _____ DATE _____

SUPERVISOR PRINT NAME _____ SIGNATURE _____ DATE _____