



Job Title:	Librarian	Job Category:	Full Time Exempt/Faculty
Location:	CGLA/MEHP	Reports To:	Principal(s)

JOB DESCRIPTION

JOB SUMMARY

This position manages the library collection and performs a variety of media center responsibilities for Chattanooga Girls Leadership Academy (CGLA) and Montessori Elementary at Highland Park (MEHP), including working with groups of students in developing media skills and maintaining the school's literary and research collection.

RESPONSIBILITIES

- o Follows and maintains knowledge of all school policy(ies) and procedures.
- o Troubleshoots all audio-visual (A/V) equipment assigned to the Media Center.
- o Knows and uses Dewey Decimal System.
- o Catalogs and processes new books and equipment in coordination with the proper department.
- o Repairs, covers and binds damaged books.
- o Screens, selects, orders, organizes and circulates all types of instructional material(s) and equipment.
- o Forecast technology needed to offer students the most effective STEM-based research methods.
- o Host trainings and professional development for faculty/staff concerning the use of media technology and materials.
- o Encourages staff and students to access library/media center and its resources.
- o Plans, develops and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
- o Evaluates continuously the media program and plans ahead for future growth and development with the building administration and teachers.
- o Supervises students during library visits.
- o Prepares materials as needed for instruction.
- o Processes check-ins and check-outs of books, periodicals, reference materials and audio-visual (A/V) equipment to staff and students before, during and after school.
- o Coordinates and sets-up of special events and book fairs in the library.
- o Works with students in groups or individuals in the development of media and computer skills through help with reference work, selection of books and online reference searches.
- o Maintains circulation records for library books, reference materials, periodicals and textbook depository.
- o Inventories, orders and stocks library supplies, as needed.
- o PD for student and teacher use.
- o Maintains current records, tracking over-due and lost books, creating accounts for patrons and managing student library cards.
- o Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.



- o Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
- o Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
- o Assists administration in implementing policies and rules governing student life and conduct.
- o Professionally represents the school in interactions with parents, staff and students and resolves conflict in a professional manner.
- o Maintains appropriate certifications and training hours as required.
- o Complies with applicable District, state, local and federal laws, rules and regulations.
- o Attends work regularly and is punctual.

COMMITMENT TO SCHOOL AND CLASSROOM CULTURE

- o Work collaboratively with your grade level/team
- o Help develop school-wide culture that best fits the needs of our students, teachers, and families
- o Attend and participate in all faculty, personal development, and team meetings
- o Communicate openly with faculty and staff
- o Develop positive rapport with students
- o Create and foster a positive and calm learning environment

GROWTH MINDSET

- o Pursue challenging professional goals each year
- o Willingness to offer support and receive constructive feedback from colleagues in order to create a professional working atmosphere that is conducive to change and improvement
- o Participate in school-wide and individual professional development, including pre-service training over the summer and weekly during the academic year

QUALIFICATIONS

- o Bachelor's degree (B.A.) or equivalent from four-year college or university or equivalent. Master's degree (M.S. in Library Media or a (M.L.S.) Masters of Library Science) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA.
- o Must have a valid teacher's license and subject specific endorsement(s) (Library Media) through the Teachers Standards and Practices Commission (TSPC)
- o Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA.
- o Prior successful experience working in a library or school setting and teaching students strongly preferred.
- o Pass a criminal background check
- o CPR/First Aid Certification

KNOWLEDGE/SKILLS/ABILITIES

- o Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach students and staff.



o Language Skills: Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, governmental regulations and professional journals. Ability to write routine reports and correspondence.

o Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret data and bar graphs.

o Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.

o Computer Skills: General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to provide basic computer, A/V equipment and hardware troubleshooting. Ability to proficiently use the following programs strongly preferred: G-Suite (google docs, sheets, classroom, etc.), MS Word, MS Excel, Google Documents, and MS Outlook. Ability to type accurately and proficiently.

o Other Skills and Abilities: Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students. Possesses knowledge of effective behavior management methods. Ability to meet timelines and exercise good judgment while working in a dynamic environment.

CGLA/MEHP is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. CGLA/MEHP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Printed Name:		Date:
Signature:		