

Red River Parish School Board

Job Description

TITLE: School Librarian

Qualifications: Must hold valid LA Certification in School Library Service

Superordinate: Principal
Director of Student Learning & Curriculum

Performance Responsibilities

1. Manages overall supervision of the school library.
2. Maintains library files, records, and inventory.
3. Prepares orders for media, materials, and supplies.
4. Develops and implements a continuing program of library use and understanding for students, teachers and other interested persons.
5. Coordinates library use with teachers and administrators.
6. Keeps the library media current and meets the needs of the school with the available funds.
7. Keeps abreast of current trends in library media, materials, supplies and use.
8. Completes required reports accurately and within time lines.
9. Meets the requirements of Professional Development in Bulletin 1525.
10. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: 9 Months