

## **Hobbs Municipal Schools Job Description**

**Position:** Librarian

**Supervisor:** Principal, Assistant Principal

**General Job Description:** Develop collections, assist teachers and students with selection of materials for informational, instructional and recreational needs, and teach all aspects of library/media-center use, including print, non-print, and technology related materials.

**Qualifications:**

1. A bachelor's degree.
2. A valid New Mexico teaching license with endorsement in Library/Media.
3. Highly Qualified Status
4. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Plan and implement a program of user guidance and a sequential program of library skills instruction.
2. Organized and manages the library media center in accordance with established written policies and procedures.
3. Promotes effective use of the library media center and its services.
4. Follow district policies and administrative rules and regulations.
5. Identify and apply criteria appropriate for evaluating resources in all formats and for all grade levels.
6. Apply appropriate collection development techniques such as needs analysis, evaluating, selecting and weeding resources.
7. Develop collections to support the personal, developmental, vocational, recreational, and cultural needs of patrons to ensure unrestricted access to information and ideas.
8. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
9. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Additional Duties and Responsibilities:**

1. Assist teacher and students by making print, and non-print materials available to supplement the instructional programs.
2. Apply basic principles of evaluation and selecting resources to develop and maintain collections that support and enhance the school's curriculum.
3. Maintain a comprehensive and effective system for cataloging library media materials, and instruct students, and teachers on the use of the system.
4. Participate in curriculum and study revision.
5. Administer library and activity budgets.
6. Schedule the use of the library by classes and groups.
7. Provide library service, reader guidance, and media resources which will individualize learning.
8. Arrange for inter-library loan materials of interest for teachers and students.
9. Publicize the services, resources, and new acquisitions of the library.
10. Maintain an inventory of all library media materials and equipment.
11. Arrange for the maintenance and repair of equipment.
12. Schedule the use of audio-visual equipment and materials and provide instruction in basic technology skills.
13. Understand operating procedures for multi-media equipment and current technology.
14. Serve as a resource for the classroom teacher in designing, implementing, evaluation, and modifying learning activities.
15. Provide instruction in basic technology skills such as internet search engine strategies and on-line database usage.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.