



PURPOSE:

- The Library Coordinator maintains efficient operation of the library and provides an environment that will encourage student use of materials available for their individual growth and enjoyment. The Library Coordinator also supports staff media and technology needs.

REPORTS TO:

- Site Administrator

QUALIFICATIONS:

- High school diploma or equivalent.
- Must have one of the following:
 - Completion of 2 years postsecondary study
 - hold an Associate's degree or higher
 - or be able to pass the district's assessment test of reading, writing, math and instruction.
- Passes required criminal background check.
- Self-motivated, able to work without direct supervision.
- Has good filing and alphabetizing skills.
- Knowledge of the Dewey Decimal System.
- Knowledge of the library circulation program and inventory process.
- Ability to work and communicate with students, staff and parents.
- Ability to operate all office machines and audiovisual equipment.
- Experience with computer application programs.
- Maintains a valid Oregon Driver's License and personal transportation.

ESSENTIAL FUNCTIONS:

- Knowledge of all functions necessary for the operation of the site library.
- Maintains satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Helps students to develop independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
- Strong work ethic.
- Reacts to change productively and handles other tasks as assigned.
- Supports the philosophy and mission of School District 9.
- Good organizational skills.

PHYSICAL REQUIREMENTS:

- May require prolonged sitting and standing.
- Requires stooping, bending, reaching, lifting and carrying books.

GENERAL RESPONSIBILITIES

- Responsible for organization and supervision of the library.
- Plans and executes class schedules for library usage in cooperation with teachers and administration.
- Schedules extra activities in the library such as: book talks, storytelling, reading programs, book fairs, etc., as time allows.
- Full responsibility of students in the library during recess and when teachers are not present.
- Assumes responsibility for ordering, i.e., books, equipment, videos and software in consultation with the site administrator and staff.
- Uses call numbers (Dewey Decimal System) to process books and multimedia equipment.
- Informs staff members concerning new materials/services that the library has acquired.
- Troubleshoots equipment before sending to the SOESD for repair.
- Accountable for maintaining, tracking, monitoring and repairing equipment.
- Attends all meetings as requested by supervisor.
- Trains and supervises volunteer personnel.



Eagle Point School District 9 Job Description – Library Coordinator

Page 2 of 2

- Assists staff in the care and operation of equipment.
- Responsible for library inventory.
- Participates on "Challenged Book" Boards.
- Makes decisions on discarding outdated materials, repairs damaged books and sends badly damaged books to bindery.
- Respects confidential information.
- Sees that district policies are observed at all times.
- Keeps abreast of new information, innovative ideas and techniques.
- Supports staff media and technology needs, including, but not limited to, staff meetings, assemblies, assessment and other needs.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by the site administrator.

RATE OF PAY: According to the Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 10, 2011