

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** School Librarian

**Reports To:** ESC Curriculum Director and Local District Director

**Supervises:** N/A

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Holds a bachelor's degree in education from an accredited college or university.
- Possesses appropriate State of Ohio certification/license.
- Previous experience as a school librarian preferred though not required
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.
- Self-directed and able to learn required skills for the position.
- Proficient in the use of the Dewey Decimal System and library research.
- Experience with computer operation and the online catalogue system.
- Commitment to keeping current with technological advances.

### **Description:**

To provide each student with an enriched environment containing a wide variety and range of materials that will invite intellectual growth and to aid all students in acquiring the skills needed to take full advantage of library media sources.

This position will serve as a consultant and librarian for several Medina County School Districts as needed.

### **Key Functions:**

#### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.

8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

**Essential Functions:**

1. Plans, evaluates, and restructures the library program to reflect the emerging needs of the library media center.
2. Fosters a pleasant, informal, attractive, and inviting atmosphere in the library.
3. Evaluates, selects, and requisitions new library materials and equipment.
4. Assists teachers in the selection of instructional materials.
5. Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on use of the system.
6. Collaborates with teachers in planning those assignments likely to lead to extended use of library resources.
7. Presents and discusses materials with a class studying a particular topic, on the request of the teacher.
8. Provides orientation for new faculty and students.
9. Prepares and administers a budget to reflect the needs of the library.
10. Discards obsolete print and audiovisual materials.
11. Provides instruction to faculty and students in use of hardware and software.
12. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
13. Promotes appropriate conduct of students using library facilities.
14. Conducts inventory and prepares annual report,
15. Stays abreast of technological advancements by attending seminars, workshops, etc., for up-to- date training.
16. Uses various kinds of equipment effectively.
17. Demonstrates a commitment to professional growth.
18. Demonstrates effective interpersonal and communication skills.
19. Demonstrates regular attendance and punctuality.
20. Performs other duties consistent with the position assigned as may be requested by the Principal or Superintendent.

**Other Duties and Responsibilities:**

1. Responds to routine questions and request in a timely, appropriate manner.
2. Assists in the determination of appropriate curriculum, materials, supplies, and texts in cooperation with the District Administrator.
3. Performs any additional duties determined by the administration of Educational Service Center of Medina County as appropriate for the delivery of the service continuum.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

**Affirmative Action and EEO Policy**

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations, and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted:**