



# NOTICE OF VACANCY

**Application Deadline:** UNTIL FILLED

**TITLE:** Librarian

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**TERM:** 10 months

**JOB GOAL:** The responsibilities of a librarian are to plan, develop, and administer the library media program to accomplish the goals and objectives in accordance with the district curriculum and state guidelines and procedures.

**Qualifications:**

- Master's Degree in Education
- Hold appropriate Tennessee certification license with Library/Media Specialist Endorsement
- Demonstrated organizational skills
- Effective decision-making and verbal and written communication skills

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:**

Job Description: Librarian

1. Encourages students to use print and non-print items to complete assignments
2. Assures access to print and technological resources by maintaining an accurate and efficient retrieval system

3. Maintains complete and accurate records of all Library Media Center holdings
4. Ability to relate new concepts and technological advances to library processes as well as relate these to the students and staff
5. Coordinates media technology and available production facilities and services to support the instructional program
6. Attends district in-service opportunities to keep abreast and share updated technological advances with students and staff
7. Assists students with multimedia projects
8. Makes effective use of Library Media Center resources
9. Uses student performance data in improving media center resources and programs
10. Evaluates media center programs and services regularly and deletes outdated items to provide students with updated materials
11. Organizes placement and storage of instructional materials and equipment to facilitate quick and easy access to learners
12. Systematically acquires, organizes, processes, and circulates materials and equipment
13. Prepares and submits a Library Media Center budget based on specific program goals and objectives with written justification, and maintains ongoing financial records
14. Completes inventory of library materials and A-V equipment
15. Plan, develop, implement, and monitor with student success as your goal.
16. Use available technology in your lessons.
17. Communicate effectively with parents and students.
18. Perform other duties as assigned by the administration.

**APPLICATION PROCEDURE:**

Submit a Fayette County Public Schools online application found at [www.fcsk12.net](http://www.fcsk12.net). The application link is located on the apply page under the employment tab.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment,

which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.