



Sioux Falls School District 49-5

## **JOB DESCRIPTION**

**DEPARTMENT:**

**CURRICULUM SERVICES**

**JOB TITLE:**

**SCHOOL CYBRARIAN  
(Middle-High School)**

**REQUIREMENTS:**

**A. Education Level:**

Bachelor's degree required, Master's degree preferred.

**B. Certification:**

Current, valid South Dakota teacher certificate with library endorsement.

**C. Experience Desired:**

Successful student teaching and classroom teaching experience.

**REPORTS TO:**

Building principal

**RECEIVES GUIDANCE FROM:**

Assistant Principal  
Curriculum Coordinators  
Library Coordinator

**PROVIDES COACHING TO:**

Middle School – Library Clerical  
High School – Library Education Assistants  
Volunteers  
Student Assistants

**JOB GOALS:**

To empower students to be enthusiastic readers, critical thinkers, skillful researchers, and ethical users and creators of information.

To instill a love of learning in all students and ensure equitable access to information.

To collaborate with classroom teachers to design and implement lessons and units of instruction and assess student learning and instructional effectiveness.

To provide the leadership and expertise necessary to ensure that the school library

program is aligned with the mission, goals and objectives of the District and school and employs the most efficient and effective tools and resources to support teaching and learning.

**DATE REVISED:** February 2011

**ESSENTIAL FUNCTIONS AND DUTIES:**

**A. Information Specialist**

1. Explores emerging information technologies and promotes appropriate tools to support teaching and learning and connect the school with the global learning community.
2. Evaluates, selects and organizes resources to meet the varied learning needs, reading levels, and language skills of students.
3. Understands intellectual property issues and provides guidance in developing activities that promote the effective, legal and ethical use of information and communication technology to share knowledge.

**B. Teacher**

1. Establishes a positive learning environment with appropriate rules and procedures that are clearly understood by all students and that are effectively and consistently enforced.
2. Implements District curriculum through instructional tasks that are meaningful and related to learning goals.
3. Maintains a strong instructional focus utilizing the elements of effective instruction:
  - a) Communicates a high level of expectation
  - b) Communicates clear learning goals to students
  - c) Adapts instruction to meet the needs of all students
  - d) Addresses various learning styles
  - e) Sequences content at an appropriate pace
  - f) Uses appropriate levels of questioning to promote understanding
  - g) Relates lesson content to prior and future learning
  - h) Requires students to summarize information in written and/or verbal form
  - i) Appropriately recognizes and reinforces individual student effort
  - j) Represents knowledge/information non-linguistically through a variety of methods
  - k) Organizes students in cooperative or ability groups when appropriate
  - l) Requires students to analyze and apply knowledge
4. Displays enjoyment, humor, and enthusiasm for teaching and expects students to enjoy learning
5. Conducts ongoing assessments for learning, providing re-teaching and/or interventions when appropriate.
6. Redirects students naturally and immediately without disrupting others.

7. Is well-organized and has all materials, equipment, etc. ready for immediate use.
8. Carries out smooth and effective transitions as groups of students enter and leave the library, maximizing time on purposeful, instructional tasks.

### **C. Instructional Consultant**

1. Participates in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, and digital literacy) necessary to meet content standards and to develop lifelong learners.
2. Collaborates with teachers and students to design and deliver engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking.
3. Researches and evaluates new tools and resources to assist teachers in meeting the diverse learning needs and styles of students .
4. Collaborates with teachers to promote and support reading for understanding, reading to build background knowledge, and reading for pleasure.
5. Collaborates with teachers to implement strategies to encourage and support struggling and reluctant readers.

### **D. Library Program Manager**

1. Provides the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.
2. Prepares and administers the library budget in cooperation with the building staff and principal.
3. Collects and analyzes data, including student achievement data, to evaluate the effectiveness of the school library program.
4. Utilizes resources to extend the library program beyond the library walls, ensuring equitable access to resources 24/7.
5. Exhibits energy, enthusiasm, and interpersonal skills in day-to-day interactions with all stakeholders to create a positive image of the school library program.
6. Assists in the selection, training, and evaluation of the library staff and volunteers as per building and District policies.

### **E. Demonstrates Professionalism**

1. Participates in ongoing professional growth, staying current with new information resources and formats, curriculum content and instructional strategies.
2. Participates actively in the library and other educational and professional associations on the local, regional, state and/or national levels.
3. Promotes the library profession by serving on building or District committees, volunteering for extra duty assignments, serving as mentor and trainer for others, and providing a positive role model in the school environment.
4. Completes routine assigned tasks, meeting established timelines and complying with District policies and requirements.

