

# **WESTBOROUGH PUBLIC SCHOOLS**

## **Job Description**

**TITLE: School Librarian**

### **QUALIFICATIONS:**

A highly qualified candidate will be state certified as a school librarian, have completed a teacher preparation program/ educational degree, and hold a master's degree from a program accredited by the American Library Association or from a master's level program in library and information studies.

**REPORTS TO:** Building principal

**SUPERVISES:** School library volunteers

### **JOB GOALS:**

- To ensure that students and staff are effective users of ideas and information
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, ethical users 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 units of instruction, assess student learning
- To align the School Library Program (SLP) with the mission, goals, and objectives of the school / school district

### **ROLES AND RESPONSIBILITIES:**

#### **TEACHER:**

- collaborates with classroom teachers as a partner in the instructional process
- collaborates to design, teach, and assess learning experiences that incorporate inquiry learning, information literacies in their formats, critical thinking and self-assessment
- provides and plans professional development
- promotes a love of reading and lifelong learning
- promotes instructional technology to improve learning
- teaches students to build on prior knowledge to construct new knowledge

**LEADER:**

- serves on decision making teams, school improvement and accreditation activities; presenting at meetings
- benchmarks the SLP to school, state, and national standards
- stays current in professional practices, educational research; maintains active professional memberships
- advocates for SLP through an effective public relations program
- collects and analyzes data to improve instruction; demonstrates correlations between the SLP and student achievement
- administers the SLP budget to support program goals
- participates in the recruiting, hiring, training and supervising of library staff and volunteers; evaluates support staff

**SCHOOL LIBRARIAN:**

- fosters a creative, flexible environment so that the school library is an essential part of the learning community
- develops and maintains resources appropriate to the curriculum, the learners, and instructional strategies of the school community
- cooperates and networks with other libraries/agencies
- establishes procedures for selection, acquisition, circulation, resource sharing of resources in all formats
- evaluates, promotes and uses existing and emerging technologies to support teaching and learning
- promotes the ethical use of information: copyright, fair use, and licensing of intellectual property