



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Librarian

Reports to: Building Principal

Purposes and Objectives of the Position:

The School Librarian supervises and manages the school library and serves as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school.

Qualifications:

- Master's degree from accredited college or university
- Valid Kansas librarian or learning resources specialist certificate or endorsement

General Duties and Requirements

- Provides group instruction and individual guidance to students to help them locate resources and use research techniques.
- Consults teachers on appropriate use of materials and helps them schedule materials for classroom instruction.
- Serves as information resource for users of library/media center materials.
- Effectively plans school library program to meet identified needs.
- Assists in preparation of bibliographies and curriculum guides.
- Manages acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.
- Creates a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
- Uses appropriate and effective techniques to encourage community and parent involvement.
- Carries out discipline in accordance with board policies and administrative regulations.
- Interacts with students to promote positive attitudes toward school library.
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required.
- Complies with federal and state laws, State Board of Education rule, and board policy in the library/media services area. Complies with all district and campus routines and regulations.
- Develops and coordinates a continuing evaluation of the library/media center program and makes changes based on the findings.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.

- Ability to physically adapt to the compressed time schedule of a school day and year.