

BHCS Librarian Job Description

4106ab

Library Instruction and Collaboration

- ❖ Plans, teaches, evaluates and reinforces instruction designed to make students effective users of information.
- ❖ Collaborates with teachers to plan and implement instructional units that integrate use of the library and information technology with classroom curriculum.
- ❖ Develops and implements reading initiatives to motivate and engage each student in independent reading (Chickadee Award, Maine Student Book Award, book fairs, summer reading, author visits, etc.).
- ❖ Collaborates with the teachers and specialists' team to enhance the whole school experience on a variety of projects and activities. Teaches classes as fits the schedule and needs of the teaching teams.
- ❖ Assists students who drop in to work on assignments, do research, or are just looking for a good book to read. Helps students find resources and offers reading suggestions based on their interests.
- ❖ Collaborates with school librarians and other personnel in Union #93 to plan union-wide events.

Library Management

- ❖ Maintains, discards, and manages the BHCS library collection to meet the needs of students, teachers, staff and parents. Researches, evaluates, selects, and purchases books and materials on various subjects for the library's collection, based on curriculum needs as well as student and teacher interests and requests.
- ❖ Trains, schedules, and supervises library volunteers.

Professional Development

- ❖ Keeps abreast of current literature and educational and library trends through coursework, conferences, and by networking with other librarians.

Other duties may be assigned by the principal.