

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	District Librarian	<b>CLASSIFICATION:</b>	Certificated Non-Management (SCTA)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9717	<b>WORK YEAR:</b>	194 Days
<b>DEPARTMENT:</b>	Library Services	<b>SALARY:</b>	K-12 and Preschool Teacher Salary Schedule
<b>REPORTS TO:</b>	Chief Academic Officer	<b>HR APPROVAL:</b>	08-11-16

---

---

**BASIC FUNCTION:**

Plan, coordinate, maintain, and supervise the District's library and media services; provide expertise and resources for the development and improvement of school libraries and media centers; and oversee the District's Professional Library.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, coordinate, and maintain the District's library and media services; provide expertise and resources for the development and improvement of school libraries and media centers; and oversee the District's Professional Library. **E**

Coordinate the District library to support the integration of the Information Literacy Standards and the English Language Arts Common Core State Standards. **E**

Plan and implement book exhibits, district-wide reading incentive programs, and the District's library plan. **E**

Plan, coordinate, and provide professional learning for school site library personnel. **E**

Coordinate functions of the District library related to quality service, cataloging, circulation, acquisition, and receiving and processing of library materials for the District. **E**

Provide assistance to sites and library textbook services with the William's Review process for instructional materials. **E**

Communicate with administrators, District personnel, and community partners to coordinate activities and programs, resolve issues and conflicts, and exchange information regarding instructional materials, practices, policies, and State expectations and requirements including William's Review. **E**

Develop and implement short and long-term plans and activities. **E**

Prepare and process grant applications related to library and media services; operate a computer to input data and generate reports. **E**

Remain current on trends in library and media services by activities such as attending conferences, read journals/papers, attending workshops or taking courses. **E**

Work on school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Library Services. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and a minimum of five years of experience in library science. Demonstrated success either in prior teaching, student teaching, and/or related experiences, in meeting the intellectual, emotional, and physical needs of pupils, is required. Five or more years of teaching experience is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Library Media Teacher Services Credential; valid California driver's license; and provide personal automobile for work-related travel.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and coordination of library and media center programs.  
Library technical processes related to the acquisition, cataloging, classification, and circulation of library materials.  
District curriculum, reading levels, and appropriate reference materials.  
Modern library technology including computer applications.  
Budget preparation and control.  
Applicable laws, codes, regulations, policies, and procedures.  
School district organization, operations, policies, and objectives.  
Interpersonal skills using tact, patience, and courtesy.  
Effective oral and written communication skills.  
Technical aspects of field of specialty.  
Operation of a computer terminal and data entry techniques.

**ABILITY TO:**

Plan, coordinate, and maintain the District's library and media services.  
Provide expertise and resources for the development and improvement of school libraries and media centers.  
Oversee the District's Professional Library.  
Coordinate library technical processes related to the acquisition, cataloging, classification, and circulation of library materials.  
Allocate funds to sites and departments.  
Prepare comprehensive narrative and statistical reports.

- Conduct professional learning sessions.
- Maintain current knowledge on trends and developments in library and media services.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain effective working relationships with staff, parents, and public.
- Communicate effectively both orally and in writing.
- Analyze situations accurately, and adopt an effective course of action.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Meet schedules and timelines.
- Evaluate and organize work according to specific deliverables.
- Supervise and evaluate the performance of assigned staff.
- Meet District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and library environment; driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

*(Former Classification: Coordinator I, Library and Media Services)*

**APPROVALS:**

SCTA Union Representative	Date
Cancy McArn, Chief Human Resources Officer	Date
José L. Banda, Superintendent	Date