



York County Library System
In partnership with
York Academy Regional Charter School

JOB DESCRIPTION

POSITION INFORMATION

Title: School Librarian
Location: York Academy Regional Charter School
Department: YARCS Contracts
Schedule: Schedule varies. Monday through Friday.

Supervisor: Director of Youth Services
Classification: Full-Time/Exempt
Hours: Exempt/40 hours per week

GENERAL DESCRIPTION

Under the direction of school administrators and the Director of Youth Services, the School Librarian manages the Library Media Center for grades K-8.

EDUCATION & EXPERIENCE REQUIREMENTS

- Must have a Bachelor's Degree
- Must have a Pennsylvania School Library Certification or teaching certification with Praxis Library Media Center certification
- Must have a minimum of two years of experience in a library setting
- Experience with International Baccalaureate (IB) Curriculum preferred
- Knowledge of current school library technology applications and trends in required

GENERAL REQUIREMENTS

This position requires someone with excellent communication skills that enjoys working with a diversity of students and parents. The School Librarian must have excellent organizational abilities and be able to effectively multi-task. Experience with technology in a variety of different formats is essential. Enthusiasm, patience, and the ability to be flexible is critical to success in this position.

DUTIES AND RESPONSIBILITIES

- Implements practices and procedures established by School Administration and IB curriculum
- Plans, implements, monitors, and evaluates school library media program
- Manages and operates the Library Media Center
- Serves as Lead Staff Member in the Library Media Center, providing day to day direction to the School Library Aide
- Provides guidance in the selection and acquisition of instructional materials in varying formats and levels of difficulty
- Develops, updates, and publicizes the resources, services, and circulation policy of the Library Media Center
- Assists in planning and conducting professional learning activities to ensure professional growth of school system personnel
- Provides leadership and guidance in the selection, use, and evaluation of new technologies to enhance instruction
- Keeps abreast of new and emerging technologies by attending meetings given at the public library system, reading professional journals, attending workshops and conferences, previewing and testing new products, and taking course work
- Serves as point person between public library system and school administration, attending meetings and trainings as required
- Performs additional duties and special projects, as directed by the Supervisor or school administration

ACKNOWLEDGEMENT

I understand the description of this job and the essential function, as given here. I also understand all of the duties of this position are not described here and that I will perform those duties described here and other related duties as directed by my supervisor or management.

Employee Name

Employee Signature

Date