

**ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE:** Elementary School Librarian **DEPARTMENT:** Specific Building  
**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The elementary school librarian manages and supervises the building library and promotes the use of the library media center to students.

**ESSENTIAL FUNCTIONS:**

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Follow the adopted curricula, attending staff meetings and other professional meetings as may be assigned by the principal.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil’s educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher’s absence.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Prefer Masters in Library Information Science or a minimum of 36 hours in library media-oriented courses in print and non-print selection, cataloging, reference media utilization and production, curriculum and administration.

**EXPERIENCE:** Academic background and coursework in Library Media, Successful teaching experience and effective work with elementary Library students.

**CERTIFICATES & LICENSES:** Valid Washington State teaching certificate with Elementary Education and/or Librarian endorsements

**REQUIRED TESTING:** None Specified

**CONTINUING EDUCATION & TRAINING:** None Specified

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Date