

PACELLI CATHOLIC SCHOOLS
Job Description

LIBRARIAN

QUALIFICATIONS:

- College degree preferred
- Experience in library/library-related work
- Possess appropriate computer skills
- Organizational skills
- Self-directed and self-confident
- Demonstrates sound judgment
- Adaptable/flexible
- Cheerful, possesses sense of humor
- Trustworthy; respects confidentiality
- Able to accept constructive criticism
- Dresses appropriately for the position
- Demonstrates loyalty to school, system, Diocese

REPORTS TO: Building Principal

GENERAL AREAS OF RESPONSIBILITY:

- Maintain orderly, efficient, up-to-date, and safe operation of the library
- When/where appropriate, assist teachers or directly instruct students in library skills and use
- Perform other instructional functions as may be designated by the principal
- Perform clerical/recordkeeping functions inherent in the position
- Responsible for housekeeping duties as specified by supervisor
- Maintain personable, cooperative relations with students, staff, parents, public
- Ability to maintain and ensure confidentiality of sensitive information and materials
- Perform any other duties as may be necessary and assigned by the supervisor

School Administrator Signature

Date

Librarian Signature

Date