

Hunters Point Boarding School, Inc.



Position Description SY 2023-2024

POSITION TITLE:	Librarian Technician	CONTRACT TERM:	10 Months
SUPERVISOR:	Principal	CLASSIFICATION:	Non-Exempt
SALARY:	Classified	DATE APPROVED:	1/05/2023

PRIMARY RESPONSIBILITY:

To perform a variety of responsible tasks involving circulation, reference, cataloging, and record keeping activities within a school library facility and to act as a resource person regarding available materials. To create an environment that is engaging and fun, encouraging to kids to read, learn, and explore new things.

QUALIFICATIONS:

1. AA degree or 64 credit hours in education or Library Media Technology.
2. High school diploma with a minimum of three (3) years in the field of library work experience is required.
3. Good interpersonal skills and rapport with children. Exhibit strong interpersonal skills and be able to hold the attention of children.
4. Dependability, punctuality, honesty, and trustworthiness.
5. Must have a good sense of humor, be able to read, sing and perform plays with students.
6. Catalogs books and audio-visual materials; assigning classification numbers and subject headings, writing information for catalog cards.
7. Performs circulation functions in the library, checks library books, materials, and equipment in and out, inspecting incoming materials for damage, need for mending, etc.
8. Schedules and conducts library sessions for classes; assists in providing basic instruction in library skills.
9. Maintains records regarding circulation, collection works and materials, lost materials, media equipment, volunteer hours, etc.
10. Supervises students using the library, maintaining discipline as necessary.
11. Provides notification and follow-up on overdue materials.
12. Facilitates the use of library; provides information regarding library/media materials available, reference materials, and library procedures; assists students and staff in material searches and book selections; requests books from other libraries as requested.
13. Fills teacher requests for library/media materials.
14. Assists with inventory of library books and materials, reporting missing and damaged materials and recommending withdrawals/additions to the collection.
15. Promotes the use of the library through displays bulletin boards or other means.
16. Attaches covers and mends books and magazines, sending out for binding as necessary.
17. Trains and directs student assistants and volunteers in proper library procedures, methods, and techniques.
18. Files catalogue cards, shelves books, and assists in the maintenance of the library.

19. Orders, processes, and participates in the selection of new books and supplies for assigned library.
20. Monitors receipt of magazines assuring that subscriptions ordered are arriving in a timely manner.
21. Maintains chronological order of various newspaper subscriptions and displays current issues daily.
22. Serves as an information source to students, parents, teachers, and other district personnel regarding books, reading lists, new publications, etc.
23. Plans, organizes, implements, and coordinates special library programs and fund raisers such as book fairs, and reading encouragement activities.
24. Monitors, plans, and controls expenditures for books and materials from a variety of funds including district, school, parent groups, and fund raisers; maintains accurate records of expenditures and receipts; tracks budgets.
25. Types a variety of material such as catalogue/shelf cards, orders, bibliographies, reports, lists, correspondence, etc.
26. Collects lost book fees and issues receipts at Book Fairs.
27. Performs related duties as required.
28. Have or be able to obtain first aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
29. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
30. The ability to communicate in Navajo is recommended.
31. Meet the minimum physical requirements.
32. Possess a valid Driver's license with insurable driving record.

RESPONSIBILITIES AND DUTIES:

1. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
2. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
3. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
4. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
5. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
6. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
7. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
8. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.

PERSONNEL EVALUATION:

The performance of this position will be evaluated in accordance with provisions from the HPBSI Policy and Procedures Manual. This position description is subject to review and change as approved by the Governing Board. This position is based on funds available.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this position description. I agree that I will perform these duties and responsibilities and that I meet the minimum qualifications.

EMPLOYEE SIGNATURE

DATE