Librarian

Status: Exempt Position
Reports to: Manager of Library Services

Position Summary:
The Librarian is responsible to support a safe and disciplined library environment. Adhering to the organization’s core values – respect, excellent customer service, always improving, collaborative culture, and high expectations-the Librarian maintains a climate of continuous improvement in Stratford literature achievement.

Duties & Responsibilities:

Support and implement Stratford Library Services policies.
Carry out established general program standards through collaboration with Library Services staff, principals, and teachers at each campus.
Stay up to date on professional development through participation in professional organizations, system meetings, workshops, and continuing education opportunities.
Create and maintain reports, queries, and utilities using Alexandria Library software.
Provide an engaging story time to elementary children once a month at various campuses.
Check in and out books for each student, shelve books, and generate and distribute class checkout reports.
Track overdue books and send reminders to teachers, students, parents and principals.
Work with book stores, publishers and principals to manage author visits and book clubs for libraries.
Create class visit schedules for assigned libraries.
Perform such duties and responsibilities as the Head Librarian assign.
Create book orders for campus locations.
Train and monitor remote library staff to include SoCal.
Work with Curriculum department as needed on special projects.

Candidate Qualities:

- Maintain a friendly and positive attitude toward parents, students, and administration.
- Cooperate in the maintenance of interpersonal relationships, refrain from complaining and gossiping.
- Perform daily tasks and responsibilities with integrity, making effective use of time schedules and not requiring constant reminders to complete tasks.
- Treat all children with dignity and respect.
- Demonstrate patience and self-control in dealing with students, parents, and staff.
- Display energy and enthusiasm, maintaining evident interest in the job.
- Advanced knowledge of Google Suite and Microsoft Office.
- Advanced knowledge of Library software.
- Contribute and share ideas freely with other staff members.

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• Use appropriate language in and out of the classroom.
• Dress professionally, well-groomed, and neat.

Job Specifications:
• Bachelor’s degree is required. A Master’s degree in Library Science is preferred. Strong organizational, interpersonal and communication skills (oral and written).
• Five years or more school or children’s library combined with teaching experience required.
• Experience with diverse student and community populations is preferred.
• Familiarity with Dewey Decimal System is required.
• Ability to work with minimal supervision.
• Must be willing to travel to any of Stratford’s campuses, including SoCal.
• Three year experience with Library Data Bases is required.

Physical Requirements:
Position requires a high level of energy with the ability to move from a sitting to standing position frequently. Must be able to bend, stoop, and perform extensive walking. Be able to move quickly from one place to another to ensure safety. Can lift up to 30 pounds and is able to work indoors and outdoors. Must be able to supervise students by sight and sound.