

**Roswell Independent School District  
Job Description**

**Job Title: LIBRARY/MEDIA - SECONDARY**

**Reports To: BUILDING PRINCIPAL/ASSISTANT PRINCIPAL**

**General Job Description:**

Under the general direction of the building principal/assistant principal serve as the leader in developing and promoting the information literacy component of the school curriculum and serve as the supervisor of the library media program in the school.

**Essential Duties and Responsibilities:**

1. Maintain library collection, library records, reports, cataloguing new books and other library media per District policy, procedure and guidelines.
2. Assure patrons have full and equitable access to library materials, resources and services.
3. Collaborate with faculty in development of material essential to support curriculum and lessons.
4. Create and maintain a safe, functional environment conducive to student and staff participation.
5. Maintains an effective teaching and learning climate in the school library.
6. Collaborate with staff in evaluating and selecting resources to develop and maintain print and non-print media that support the school curriculum.
7. Collaborate with staff and others to ensure information literacy skills are integrated into the curriculum.
8. Provide assistance to patrons in the use of technology and information literacy skills.
9. Responsible for the general operation and maintenance of library equipment.
10. Plan and coordinate the work of student aides and library associates.
11. Maintain confidentiality with sensitive matters.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
13. Be able to maintain a neat, functional office that is inviting but professional, safe environment.
14. Report to work on time and work no less than 7.25 hours per day.
15. Work independently with very little supervision.
16. May be required to perform other related duties/functions as assigned by your supervisor(s).

**Supervisory Responsibilities:**

1. Library Associates
2. Student Aides

**Qualifications:**

1. Bachelor's degree or higher.
2. Hold a Current New Mexico Certified Teacher license and an Endorsement in Library/Media.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**LIBRARY/MEDIA – SECONDARY (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board. This position requires days before and after the school year which is determined by the Human Resources Department.

---

**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

---

**Signature**

**Printed Name**

**Date**