

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
LIBRARIAN JOB DESCRIPTION**

- TITLE:** Librarian
- QUALIFICATIONS:** As required by the State Board of Education
- REPORTS TO:** Principal
- JOB GOAL:** To help students learn subject matter and/or skills that will contribute to their development as mature, able, and reasonable citizens.

**PERFORMANCE RESPONSIBILITIES:**

Plans a program of study that meets the individual needs, interests and abilities of students, as much as possible.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

Guides the learning process toward the achievement of district/school goals and, in harmony with the goals, establishes clear objectives for all learning activities, lessons, units and projects to communicate these objectives to students.

Employs instructional methods using available materials that are most appropriate for meeting stated objectives.

Assesses the accomplishments of students on a regular basis; provides and maintains required reports.

Identifies students with learning/behavioral problems and seeks the assistance of principal and/or district specialists as required.

Confers with students and parents on individual progress, when appropriate, in a timely manner.

Complies with and assists the administration in implementing all policies and/or rules, including, but not limited to, those governing student activities and conduct; develops reasonable rules of classroom behavior and procedures; and maintains order in a fair and just manner.

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Plans and supervises purposeful assignments for teacher aide(s) and or volunteer(s), if applicable.

Maintains and improves professional competence through appropriate continuing education

Attends staff meetings and serves on staff committees as required.

Effectively carries out all professional responsibilities, including performance objectives, as assigned.

Strives to establish cooperative relations with parents and library volunteers.

Recommends purchases of audio-visual and book supplies for library.

All other duties or tasks assigned by the principal which are appropriate and applicable to the job responsibility.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Personnel.

**Reviewed and readopted: June 11, 2012**  
**Adopted first Reading: October 8, 1979**  
**Adopted Second Reading: November 12, 1979**