*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Library/Media Manager

**Reports to:** Building Principal

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Responsible for the day-to-day management and operation of the school library

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Implement the Vernon Board of Education and administrative policies, rules, regulations and directives
* Promote the role of the library, and the range of resources students can access through the library, to support inquiry and develop information literacy across all grade levels and all curriculum levels
* Collaborate with staff to identify appropriate resourcing to support students’ research
* Plan and facilitate the library orientation program
* Monitor the day-to-day systems in the library
* Document library procedures
* Manage and monitor the library budget in accordance with Vernon Board of Education guidelines
* Maintain the library materials
* Prepare and present reports that support teaching and learning and use of the Library
* Manage the library and individual student behavior to maintain an advantageous learning environment
* Maintains accurate and complete records as required
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Maintain a positive learning environment that encourages open communication between the teacher and learner
* Maintain a positive school community image that encourages ethical student behavior

**Other Duties and Responsibilities:**

* Assist in the selection of textbooks, equipment and other education materials
* Establish and maintain professional relationships
* Serve as a role model to students and staff
* Interact in a positive manner with staff and student
* Respond to routine questions and requests in an appropriate and timely manner
* Maintain a level of approachability by administration and staff
* Perform other related duties as assigned by Principal

**Qualifications/Certificates:**

* High School Diploma
* 1-2 years related experience preferred
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Interactive White Board Scanner

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature Date