

**Geyserville Elementary School**  
**Library Coordinator**

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of these leadership-minded staff members and utilize their skills and talents to assist with this goal.

**Position Overview/Definition**

Under the supervision of the Elementary School Principal, the Library Coordinator operates and maintains the school library for use by students and staff.

**General Duties and Responsibilities**

Regular duties and responsibilities may include, but are not limited to the following:

- Maintains a total library program suitable to students and staff and provides an enriching and engaging learning environment
- Introduces students to library skills and shows proper usage of reference materials
- May present a regular read aloud or presentation to classes
- Checks books in and out with computer, re-shelves books, keeps accurate records of lost and damaged books, and assists students and staff in locating books
- Operates library related programs and equipment with skill
- Orders library books and supplies, processes new books, does routine book repair
- In cooperation with the school staff works to supplement the curriculum with needed resource/reference books
- Maintains a shelf list and card catalog and performs yearly inventory
- Performs a variety of clerical duties: maintains records and data; prepares requested reports; sends overdue notices and bills for lost/damaged books; types book cards, spines, labels, purchase orders
- Arranges motivational bulletin boards and displays
- Coordinates and directs the annual school book fair (or similar fund-raiser) and keeps an accurate ledger of all moneys collected
- Assists with school wide reading assemblies

- Establishes professional, friendly rapport and relationships with students, staff, parent volunteers and the public
- Coordinates and creates yearbook, collecting photos from teachers and parents and creating digital design through website
- Attends professional meetings at the request of the principal
- Performs extra duties as assigned by principal

### **Standards of Knowledge and Ability**

#### **Knowledge of:**

- Children's Literature
- Dewey Decimal System
- Library terminology and standard library practices and procedures
- Basic reference sources and materials and external resources to support library technology.
- General office procedures
- Proper English grammar
- Basic computer skills

#### **Ability to:**

- Be creative and self-motivated
- Manage and maintain the library collection
- Make independent decisions and work with minimal supervision
- Plan and organize library projects
- Maintain a budget and keep accurate records
- Relate positively to elementary age children
- Understand and carry out oral and written instructions
- Work effectively with both staff and students

### **Education Required**

High school diploma or equivalent  
College education desirable.

### **Credentials / Training Required**

None.

### **Desirable Qualifications & Experience:**

- Working with children in a school setting
- Working in a library setting with similar responsibilities, or equivalent coursework

### **Reports To**

Principal

*The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*