

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Interventionist Librarian

Supervisor: Building Administrator

FLSA Status: Exempt

Employee Group: Certified

Qualifications:

1. Valid Illinois Professional Educator License currently registered applicable to teaching level assigned and teaching field(s)
2. School library media endorsement required

Terms of Employment:

- Nine (9) month contract unless otherwise specified.

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Create and maintain positive and inviting learning climate conducive to learning in the library.
2. Develop practices, protocol and procedures for library use.
3. Work with principal to address budgetary needs for library.
4. Maintain records of all library holdings and update records to reflect current usage.
5. Administer collection development through effective use of selection, de-selection and inventory procedures.
6. Respond to and/or field book and/or media challenges in accordance with district policy.
7. Provide curricular support and consultation to teachers.
8. Serve as liaison to the local public library.
9. Instruct students in the areas of literature, reading, library usage, the use of resource material/technology, and internet safety.
10. Use data from local and state assessments and curriculum based measures to plan effective intervention instruction.
11. Collaborate with the school principal and RtI Team to develop a schedule to deliver tiered instruction to identified students in the program.
12. Provide Tier 2 and Tier 3 instructional interventions to at-risk students as determined by the RtI Team.
13. Collect and maintain required data on the progress of individual student being served, and disseminate to principal and teachers as determined by the RtI Team.

14. Work closely with classroom teachers to coordinate efforts of the intervention program with classroom instruction to promote student success.
15. Keep current with best practices and requirements as they relate to your job assignment.
16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.