

Eastford School District
Job Description and Performance Responsibilities

Position Description:	School Library Staff Liaison
Desired Qualifications:	An interest in promoting the school library
Reports to:	School Principal or Designee
Supervises:	Paraprofessionals and Volunteers
General Description:	The School Library Staff Liaison will be responsible for coordinating library proceedings on days when the School Library Media Specialist is offsite.
Terms Of Employment:	Annual appointment

Performance Responsibilities:

Responsibilities of the School Library Staff Liaison position include but are not limited to:

1. Coordinates the efforts of the library paraprofessional, the part-time school library media specialist and the EES staff, especially when the part time school library media specialist is offsite.
2. Trouble shoots if classes have difficulty using the electronic scanner and online system to check books in and out of the library.
3. Assists the library media specialist in ensuring that the paraprofessional assigned to the library understands procedures.
4. Acts as a school-based “go-to” person for teachers and the paraprofessional when assistance is needed with the library’s online database.
5. Performs any pertinent duties as assigned by administration.