



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Music Librarian

F.S.L.A.: Non-exempt

QUALIFICATIONS:

- Ability to understand different parts in various types of music (e.g., orchestra, band, vocal) and to organize and determine completeness of scores and/or student performance literature.
- Ability to use a music management system (e.g., CHARMS) to inventory and check out music.
- Ability to communicate effectively with district personnel and outside vendors to order, purchase and supply needed district music.
- Ability to sit, stand, bend, reach, sort and file material repeatedly on a daily basis.

REPORTS TO: Director of Professional Development

TERMS OF EMPLOYMENT:

Hours as specified by the Director of Professional Development.

ESSENTIAL JOB FUNCTIONS:

1. Collect, sort and file district music for choir, band and orchestra departments
2. Catalogue all secondary music literature using a music management system (e.g., CHARMS)
3. Repair and/or order replacements for damaged or incomplete scores
4. Work with current secondary music teachers to weed current music collections
5. Order new music selections
6. Arrange transfers of music among buildings
7. Perform other duties as assigned