AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSOCIATE LIBRARY SERVICES**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 1**	DUTY DAYS:	**187**	DATE REVISED:	**06/15/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A valid Texas certificate issued by the Texas Education Agency (e.g., School Librarian, Learning Resources Specialist Certification, Learning Resources Endorsement, Technology Applications Certification, Texas teaching certificate in the subject and level of assignment) is preferred. A Bachelor's degree from an accredited college or university is required. A Master's degree is preferred. Two (2) successful years of classroom teaching experience and/or experience working in a library setting is preferred. Incumbent must be able to read, write, and converse fluently in English.

SKILL REQUIREMENTS:

This position requires knowledge of and ability to apply current instructional and learning theories and methodologies. Broad knowledge of library science is strongly preferred, including children's and/or young adult literature, information literacy, research models and processes, digital tools and resources, and library organization and management. This position requires a basic knowledge of a broad range of topics (e.g., the arts, sciences, literature, and history). This position requires knowledge of State, Local, and Federal laws and regulations affecting performance of duties. Professional judgement is required for the curation and selection of library resources.

JOB PURPOSE AND RESPONSIBILITY:

In a school media center, the incumbent is primarily responsible for formally instructing students and staff about library skills and assuring the development and management of media resources. Incumbent will make a substantial contribution to the education of students on the organization and use of a library or media center. Incumbent is responsible for overseeing the operations of the entire media center and in larger schools may supervise other media personnel. Incumbent is responsible for planning, organizing, and presenting activities contributing to educational, social, and physical development of students to enhance their self-worth and equip them with the basic knowledge, skills, and abilities needed to function in society. Considerable judgment, tact, patience, sensitivity, and flexibility are required to deal with students from varied socioeconomic backgrounds and learning styles.

ESSENTIAL FUNCTIONS

- Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to meet personal and academic needs. Serve as teacher, material expert, and curriculum advisor to ensure that the library media center is involved in instructional programs of the school.
- Plan and deliver student-centered, differentiated library lessons using multiple media formats and technology tools.
- Ensure students and staff understand ethical use of information and multimedia including citing sources, avoiding plagiarism, seeking multiple perspectives, and assessing online resources for validity, accuracy, and timeliness. Foster digital citizenship awareness in the school.
- Reflect on library practices and services in order to build skills and knowledge, set professional goals, and develop practices. Accept performance feedback. Participate regularly in campus and other professional development

activities, including training provided by the district library department and collaboration with other campus-based library staff.

- Contribute to the school and to the district by participating in school events, serving on school/district committees, or participating in team/department meetings.
- Plan, manage, supervise, and evaluate the campus library media center and program, developing goals and policies to ensure best practices in optimal service and efficient operation.
- Develop and maintain knowledge of literature and resource materials to help students and staff select books or other materials to match their needs and interests. Encourages reading for pleasure and lifelong learning. Create and maintain an atmosphere that encourages student and staff use of library and information resources.
- Support reading promotion activities (e.g., events, displays, contests, print and digital publications, etc.) that encourage self-selected, voluntary reading and enhance the instructional program. Provide opportunities for students to engage with literature to develop critical, creative, and independent thinking.
- Assist and motivate students and staff in the development of attitudes, habits, and skills leading to lifelong learning and independent and effective use of ideas and information.
- Collaborate with classroom teachers in designing, implementing, and evaluating library instruction that ensures integration of literature, reference and research skills, information literacy skills, and technologies into student learning.
- Perform administrative functions necessary for the management of the library media center, such as overseeing volunteers, student aides and other library staff as applicable, attending faculty and other campus related meetings and events.
- Develop an expenditure plan that adequately maintains the library program and supports the mission of the school. Follow department and/or District guidelines for budget management and record maintenance and meet spending deadlines.
- In consultation with District library staff, create and maintain a balanced collection of information and literary resources by using standard selection tools, consultation with students and faculty, as well as collection and curriculum analysis. Ensure the collection is in compliance with all State, Local, and Federal policies and follow District procedures including completing inventory and required reports by deadlines.
- Ensure the collection is current, responsive to, and anticipates the curricular and recreational needs of the students and the school community. Use additional resources to provide access to materials that reflect a diversity of cultures with materials in multiple languages.
- Establish and monitor clear expectations for student behavior. Demonstrate respect for students in handling any behavior issues. Work with teachers to create consistent, positive procedures.
- Offer multiple program opportunities to students and staff that support school goals. Work with others as a team member. Communicate effectively with others, using a variety of media.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: District issued laptop and library equipment; and peripherals, and other instructional equipment, library cart; books and reference materials.

Posture: Standing, walking, stooping, bending, sitting, and/or kneeling).

Motion: Frequent walking, spend large quantities of time on the floor sitting, squatting, and/or kneeling.

Lifting: Regular to light lifting of materials and other objects associated within a library environment (approx. 20–40 lbs.).

Environment: School library or classroom; occasional field trips may be made.

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours; work with frequent interruptions.

PERSONAL WORK RELATIONSHIPS:

The incumbent receives administrative supervision, and performance is evaluated by the appropriate supervisor. The supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems. Incumbent has significant contact with students, parents, and other school staff to provide instruction in the area of library skills, offer guidance, exchange information, and develop social skills of students. Incumbent may also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies (e.g., take field trips, invite guest speakers).

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	