Carroll Independent School District
Job Description

JOB TITLE: Librarian
Pay Grade: 000  Employment Days: 197
Supervisor: Principal  Employment Status: Exempt
Department: Curriculum & Instruction

MISSION:
Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:
This position will inform, enrich and empower students and school personnel by creating and promoting free and easy access to the vast array of ideas and information, by supporting the curriculum, and by encouraging lifelong learning and the love of reading.

QUALIFICATIONS:
- Effective interpersonal skills.
- Excellent oral and written communication skills.
- Valid Texas Teaching Certificate.
- Librarian Certificate, Masters Degree preferred.

MAJOR RESPONSIBILITIES:
- Assist in selecting, supervise, manage and evaluate the library personnel, programs, and materials.
- Apply regulations governing the use of local, state, and federal funds.
- Develop and interpret statistical data concerning the library program.
- Plan and evaluate the school library program.
- Draft the annual budget for the school library program.
- Direct the acquisition and processing of materials and equipment.
- Plan and direct the activities of the library aides, volunteers, and student assistants.
- Examine records and data to evaluate the programs effectiveness.
- Coordinate the instructional use of all forms of technology in the library.
- Coordinate information/library skills instruction as included in the essential elements for all curricular area.
- Function as an active member of faculty by teaching student use of library materials and as resource person for curricular needs.
- Provide user guidance in reading, viewing, and listening.
- Provide subject area or topic bibliographies incorporating all types of materials.
- Assist teachers in integrating media into instructional assignments.
- Plan activities to stimulate student and teacher use of the library materials and facilities.
• Maintain schedules for instructional television programs and encourage use of audiovisual programs for education purposes.

• Collect information about user interests and needs, and distribute relevant information to appropriate groups.
• Evaluate, select, acquire, organize and utilize materials and equipment which support educational practices of the school.
• Notify users of new materials, equipment, and services on a regular basis.
• Participate in the development of the school curriculum and instruction design.
• Maintain a continuous program for evaluation of instructional resources, collection, services, and equipment.
• Develop a useful, relevant professional collection.
• Keep abreast of innovative practices.
• Be adaptable and flexible in acceptance of changes in techniques and procedures.
• Maintain a professional level of confidentiality regarding all district matters.
• Uphold and adhere to safety rules.
• Support the goals and objectives of the district and follow district policies.
• Perform other duties as assigned.

EQUIPMENT USED:
Personal computer, telecommunication and other equipment such as LCD panel projections, overhead projectors, slide projectors, VCRs, tape recorders, calculators, fax machines and copiers.

MENTAL DEMANDS:
This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
This position will require approximately 25% walking; 50% standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: ______________________ DATE: ___________
(Director of Personnel Services)

APPROVED BY: ______________________ DATE: ___________
(Assistant Superintendent for Administrative Services)

Date Created:  7/2003      Date(s) Revised:   10/2015