



## **JOB DESCRIPTION**

<b>Job Title:</b>	Librarian	<b>Status:</b>	Exempt
<b>Reports to:</b>	Principal	<b>Terms:</b>	190 days
<b>Pay Grade:</b>	Teacher Pay Scale		
<b>Dept. /School:</b>	Ball High	<b>Date Revised:</b>	March 25, 2021

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### **Primary Purpose:**

Supervise and manage the school library/media center. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school.

### **Qualifications:**

#### **Education/Certification/License:**

Bachelor's degree from an accredited college or university  
Valid Texas librarian or learning resources specialist certificate or endorsement  
Master's degree (preferred)

#### **Special Knowledge/Skills:**

Knowledge of library services  
Knowledge of research methodologies  
Knowledge of technology hardware, software, research databases, internet  
Ability to instruct and manage student behavior  
Strong organizational, communication, and interpersonal skills

#### **Experience:**

Three years' experience in library/media center in public school setting (preferred)  
Experience supporting technology and internet searching and online database searching  
Experience assisting teachers in implementing research projects and technology into their curriculum

### **Major Responsibilities and Duties:**

#### **Instruction**

1. Provide group instruction and individual guidance to students to help them locate resources and use research techniques especially as related to online searches.
2. Consult with teachers on appropriate use of materials, including online materials and resources, and help them schedule resources for classroom instruction
3. Serve as information resource for users of library/media center materials and the internet and provide staff development opportunities for teachers on the availability and use of campus and district learning resources, including online databases and the internet.

### **Library Programs**

4. Effectively plan a 21<sup>st</sup> Century school library program to meet identified needs.
5. Assist in preparation of bibliographies and curriculum guides to help teachers develop the 21<sup>st</sup> Century Learning Skills of their teachers.
6. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources, including e-books and online databases.
7. Coordinate development and maintenance of community resource file, including online.
8. Maintain schedules for instructional television or internet streaming programs and encourage use of video programs and the internet for educational purposes.
9. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
10. Use appropriate and effective techniques to encourage community and parent involvement.

### **Student Management**

11. Carry out discipline in accordance with board policies and administrative regulations.
12. Interact with students to promote positive attitudes toward school library and the internet resources.

### **Administration**

13. Compile, budget and cost estimates based on documented program needs.
14. Compile, maintain and file all physical and computerized reports, records, and other documents required.
15. Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
16. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on findings.
17. Comply with all district and campus routines and regulations.

### **Communication**

- 18. Maintain a positive and effective relationship with supervisors.
- 19. Communicate effectively with colleagues, students, and parents.

**Supervisory Responsibilities:**

Supervise clerical aide(s), student aides, and volunteers.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Climbing, stretching, frequent light lifting of books, and boxes.

*The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.*

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_