POSITION TITLE: Librarian

JOB CODE: 000056  GRADE: RT1 10  DATE: 03/23/18

IMMEDIATE SUPERVISOR (Position title): Principal

POSITION SUMMARY:
Provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid students in acquiring the skills needed to take full advantage of library resources.

ILLUSTRATIVE DUTIES:
▪ Operate and supervise the library.
▪ Evaluate, select, and requisition new library materials.
▪ Assist teachers in the selection of books and other instructional materials, make library materials available to supplement the instructional program.
▪ Inform teachers and other staff members concerning new materials the library acquires.
▪ Collaborate with teachers in planning those assignments that likely lead to extended use of library resources.
▪ Promote appropriate conduct of students using library facilities.
▪ Help students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
▪ Issue, store, and order parts for audio-visual materials and equipment.
▪ Keep an up to date inventory of library materials and AV equipment such as print and non-print materials.
▪ Promote and participate in district-sponsored activities such as Name that Book Contest, Library Week poster contest, Children's Book Week activities, etc.
▪ Provide a warm, attractive environment for students which may require maintenance of bulletin boards, arrangement of books and shelves, furniture placement, and use of AV equipment.

POSITION REQUIREMENTS:

Education:
▪ Masters degree from an accredited college or university.
▪ Appropriate Texas certificate for School Librarian.

Experience:
▪ Working knowledge of computers and word processing and data base software.

Other Requirements:
▪ Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
▪ Ability to exhibit human and managerial skills.
▪ Ability to exhibit interpretive and reasoning skills.
▪ Ability to instruct.
▪ Ability to have repetitive hand motions.
▪ Ability to adjust eye to bring an object into focus; judge distance (close and distant); distinguish colors and have visual acuity.
▪ Ability to travel to schools throughout the district.
▪ Ability to lift and carry up to 10 pounds, reach, stoop, kneel, crouch, walk, climb stairs, drive, and/or be mobile.
▪ Valid Texas Driver's license with applicable insurance coverage.