

## JOB DESCRIPTION

**Position:** Library Information Specialist  
**Pay Grade:** Contract  
**Duty Days:** 187  
**Salary:** KISD Current Staff Compensation Plan

### Qualifications:

- Must hold School Librarian Certification as specified by the Texas Administrative Code or be eligible for emergency certification by possession of a deficiency plan
- Knowledge and proven experience of best practices in use of technology for instruction
- Have two creditable years of teaching experiences
- Internal applicants preferred

### Duties include but are not limited to the following:

- Provides formal and informal instruction in information literacy and digital citizenship skills for students and staff, including: the use of educational technology in locating, evaluating, and using information; ethical and legal guidelines related to gathering and using information; safety and social responsibilities related to the use of social networking tools.
- Collaborates with teachers and administrators to implement, for individuals or groups, timely instruction that supports curriculum and campus performance goals for all students in all content areas.
- Serves as an instructional partner by attending departmental PLC meetings and collaborating with teachers to develop and implement instructional activities that integrate information literacy skills in support of TA TEKS, ELPS, CCRS, and curriculum area TEKS.
- Selects materials to create a balanced, current, multicultural, age-appropriate collection that supports the instructional curriculum, student achievement, and students' reading interests, based on district-adopted, board-approved selection policies.
- Effectively manages students, staff and volunteers to meet the needs of the school with a quality library program.
- Maintains a safe, user-friendly library that provides an active, stimulating atmosphere, flexible access and simultaneous use.
- Promotes interactions that are supportive, courteous, respectful and encouraging to students, staff and community.
- Contributes to making the whole school a learning community that fosters confidence and promotes and encourages self-discipline, self-directed learning, and stimulates students to be active, lifelong readers.
- Exhibits a willingness to collaborate and participate with colleagues in facilitating campus-wide and/or district-wide programs and in professional growth and development activities that are aligned with the goals of the library, campus and district.
- Organizes reports, budgets, library policies, and circulation procedures according to district policy.
- Performs other duties as assigned by the campus Principal.
- Reports directly to the campus Principal.

### Work Conditions

- Maintain emotional control under stress.
- Standing, stooping, bending, and lifting.
- Occasional travel outside district.
- Occasional irregular hours.

**A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.**

**Both In-district and Out-of-district** applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.

*The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.*