

LIBRARIAN, SUMMER SCHOOL

Rev. June 2022

Reports to: Summer School Coordinator

Dept./Campus: Intervention Services / Assigned Campus

FLSA Status: Exempt

Term: June/July sessions

PRIMARY PURPOSE:

To provide services and resources that allow summer school students opportunities to develop skills in locating, evaluating, synthesizing, and using information to solve problems.

MAJOR RESPONSIBILITIES AND DUTIES

- Create a library environment that is conducive to learning and appropriate to the maturity and interests of the students; manage discipline in accordance with campus procedures and board policy.
- Understand curriculum design and implementation, particularly as it relates to the integration of information literacy, inquiry, technology and the TEKS.
- Support and provide guidance in the LISD Acceptable Use Policy and guidelines for media use.
- Provide learning opportunities for users on the availability of library resources and Fair Use/Copyright information as needed.
- Collaborate with teachers to integrate information problem-solving skills into subject areas and team teach as appropriate.
- Communicate effectively with colleagues, students, parents, and supervisors maintaining a positive and helpful relationship.
- Comply with federal, state, district and school regulations and policies in the area of library services.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in Library and Information Science or equivalent from an accredited college or university.
- Standard School Librarian Certificate.
- Valid Texas Teacher's Certificate.
- Experience in library/media center in public school setting.

Knowledge/Skills/Abilities:

- Knowledge of research-based instructional strategies; student behavior management; computer hardware, basic troubleshooting and software applications; and library automation.
- Skill in communication; interpersonal relations; and organization.
- Ability to develop and deliver campus training/staff development sessions.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.