



**Position:** Librarian

**Assignment:** Library Media Specialist

**Wage/Hour Status:** Exempt

**Reports To:** Principal

**Pay Grade:** TC102/190 days

**Dept/School:** Assigned Campus

**Date Revised:** Summer 2025

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**Primary Purpose:**

Supervise and manage school library media center facility and programs. Engage learners using print and digital resources to access, create and share content as well as collaborate with other learners as global citizens. Collaborate with teachers to design engaging learning experiences to integrate digital citizenship and information literacy skills into instruction. Serve as instructional and technological leader on campus.

**Qualifications:**

**Minimum Education/Certification:**

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

**Special Knowledge/Skills/Experience:**

- 2+ years successful teaching experience
- Knowledge of current library information science best practices
- Strong organizational, communication and interpersonal skills
- Experience with effective technology integration
- Proficiency in engaging learners in a variety of instructional strategies

**Major Responsibilities and Duties:**

- Create design concepts for flexible learning spaces engaging students, staff, and community.
- Provide an environment that fosters connectedness so that all stakeholders are actively participating and positively engaged.
- Create physical spaces that are comfortable, flexible, collaborative, and supportive of 21<sup>st</sup> century learning styles.
- Design learning experiences that encourage risk-taking, creativity, and innovation.
- Design and implement professional learning for instructional staff to facilitate student and parent engagement using technology.
- Provide a variety of relevant experiences to engage students, including technological, kinesthetic, visual, "hands-on" and project-based learning.
- Integrate digital citizenship so that all stakeholders collaborate in an atmosphere of respect, integrity, sharing, trust, and service.
- Use relevant and innovative real-world applications to develop problem solving skills and address state readiness standards.
- Utilize resources to create cross subject/course connections that result in globally literate students who can compete in an international marketplace.

- Facilitate and assist with the student portfolio system that informs and inspires students and educators for continuous improvement and growth, travels with the student and incorporates a variety of assessments.
- Communicate with students, parents, staff, and community in a manner representative of media program, campus and district vision, mission, and goals.
- Develop collaborative partnerships with the campus and community to create innovative opportunities for all stakeholders.
- Organize and maintain a central digital clearinghouse to streamline information.
- Create partnerships with businesses, community organizations, local governments, and higher institutions to prepare students for their future.
- Provide opportunities for student engagement with the community.
- Continually survey parents, students, and staff to evaluate the effectiveness of the media program.
- Take the initiative to develop needed professional skills appropriate to job assignment.
- Uphold and comply with school board policies, administrative regulations, rules, and instructions of administrative supervisors.
- Support and implement the LISD Strategic Design Initiative, including the mission, vision, goals, and beliefs.
- Willingly accept and perform duties assigned by administrators.
- Direct the work of clerical aide(s), student aides, and volunteers.

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

- Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment
- Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders
- Frequent light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)
- Work inside; work alone; exposure to biological and chemical hazards such as mold and dust
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name