



# Longview Independent School District

## JOB DESCRIPTION MSAP LIBRARIAN

<b>JOB TITLE:</b>	MSAP Librarian	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Chief Technology Officer/ Director of MSAP	<b>TERMS:</b>	10 Months
<b>DEPARTMENT:</b>	Technology Department/ Assigned Campus	<b>PAY GRADE:</b>	Teacher Pay Scale (Grant Funded)

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### Primary Purpose:

Direct the operation of the school library/media center and support MSAP grant-funded programs by integrating new resources, technologies, and instructional methods that enhance student learning and professional development. 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.

**This is a grant-funded position and is contingent on availability of funds.**

### Qualifications:

#### Education/Certification:

Master's degree in library and information science from accredited college or university (for individuals certified after January 23, 2001)  
Valid Texas school librarian certificate or endorsement

#### Special Knowledge/Skills:

Ability to instruct and manage student behavior  
Strong organizational, communication, and interpersonal skills

#### Experience:

Two years experience in library/media center in public school setting

### Major Responsibilities and Duties:

#### MSAP Grant Support

1. Collaborate with district administration and the MSAP grant team to ensure compliance with grant guidelines, proper documentation, and timely reporting.
2. Assist in the development and implementation of MSAP-funded programs, including coordinating resource allocation and integrating grant resources into library services and instructional support.



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3. Track and report on grant expenditures related to library resources, ensuring accountability and transparency.

### **Instruction**

4. Provide group instruction and individual guidance to students and other library users to help them locate resources and use research techniques. Serve as an information resource for users of print and digital library/media center materials.
5. Work with teachers to convey appropriate use of materials and help schedule materials for classroom instructional use. Encourage the appropriate use of video programming and other print and digital media for educational purposes.
6. Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources.
7. Promote equity, access, and intellectual freedom within the physical space and beyond, including ensuring 24-hour access to the online library catalog, digital and audio books, and related resources.

### **Library Programs**

8. Plan and implement an effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
9. Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
10. Assist teachers in preparation of curriculum guides, lesson plans, and bibliographies.
11. Develop and maintain up-to-date resource files including instructional program schedules and other community resources.
12. Use appropriate and effective techniques to encourage community and parent involvement.
13. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.

### **Student Management**

14. Carry out student discipline in accordance with board policies and administrative regulations.
15. Model and promote digital citizenship, safety, and adherence to copyright and fair use requirements.



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### **Administration**

16. Compile and manage budgets related to MSAP grant expenditures, maintaining detailed records and submitting reports as required by district and grant guidelines.
17. Ensure that all MSAP-related activities adhere to federal, state, and district policies, and coordinate with relevant departments to monitor performance outcomes
18. Compile, maintain, and file all reports, records, and other documents required.
19. Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
20. Follow district safety protocols and emergency procedures.
21. Other duties as assigned

### **Supervisory Responsibilities:**

Direct the work of clerical aide(s), student aides, and volunteers.

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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing./pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature \_\_\_\_\_

Date \_\_\_\_\_