

Job Title: Librarian

Status: Exempt

Reports to: Campus Principal

Terms: 190 Days/Contract

Department: Campus Assigned

Pay Grade: Teacher Pay Range

PRIMARY PURPOSE:

Supervise and administer the school library program. Provide instruction in the use of electronic and printed resources. Develop a diverse collection of high-quality resources that supports instructional goals and allows students to explore their own personal interests. Serve as teacher, instructional partner, information specialist, and school leader.

QUALIFICATIONS:

Education/Certification:

Master's degree

Valid Texas Librarian or Learning Resources Specialist Certificate

Special Knowledge and Skills:

Knowledge of library science

Classroom teaching experience

Strong organizational, communication, technology, and interpersonal skills

Experience:

At least two years of classroom teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Collaborate with teachers in the instructional process, especially in the areas of literacy, research, and technology.
2. Provide group and individual instruction in the use of library resources and equipment, as well as literacy skills, research skills, and technology skills.
3. Work with teachers and district personnel to promote a love of reading and learning.
4. Create and maintain a library environment that is conducive to learning and is appropriate to the maturity and interest of students.
5. Use technology to support teaching and learning, communicate with the school community, and provide online access to library resources.
6. Understand copyright, fair use, and licensing of intellectual property, and encourage the responsible and ethical use of information.
7. Stay current in professional practices, technologies, trends, and research related to school library programs.
8. Provide training to other educators and present at appropriate campus, district, and parent meetings.
9. Take an active role in school improvement and curriculum.
10. Ensure that school library program goals and objectives are aligned with campus and district goals.
11. Prepare and administer the library budget to support specific library program goals.

12. Develop and maintain a collection of physical and digital resources that support the curriculum and meet the needs of individual learners in accordance with district policies.
13. Organize the library collection for maximum and effective use.
14. Manage the acquisition, cataloging, processing, circulation, maintenance, and inventory of library resources in accordance with district policies.
15. Communicate library mission, goals, policies, resources, services, and programs effectively with staff, students, and parents.
16. Maintain a positive and effective relationship with colleagues, supervisors, students, and parents.
17. Supervise student aides, volunteers, and any others who work in the library.
18. Demonstrate behavior that is professional, ethical, and responsible.
19. Comply with educational policies established by federal and state law as well as district and local campus routines and regulations.
20. Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

Lifting: Climbing, stretching, and frequent lifting of books and boxes of 15-45 pounds or more

Environment: May work prolonged or irregular hours; occasional districtwide travel

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date