

Pflugerville Independent School District - Job Description

Job Title/Position:	Librarian	Department/School:	Assigned Campus
Pay Information:	Teacher Compensation Plan Days: 191	Supervised By:	Principal
FLSA:	Exempt	Date Revised:	January 2017

Primary Purpose:

Supervise and manage the school library/media center. 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 for the school.

Qualifications (Experience/Education/Certification):

Master's degree and valid Texas librarian or learning resources specialist certificate or endorsement with at least 2 years teaching experience in public and/or approved private education.

Major Responsibilities:

- Plan school library program to meet identified needs; assist in preparation of bibliographies and curriculum guides; manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources; encourage use of multi-media programs for educational purposes; create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students; use a variety of techniques to encourage community and parent involvement.
- Provide group instruction and individual guidance to students and staff to help them access, use and evaluate information in both print and electronic formats; consult teachers on appropriate use of materials and help them schedule materials for classroom instruction; serve as information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of campus and district learning resources.
- Encourage reading for pleasure through book talks, puppets, author visits, reading promotions, book fairs, etc.
- Collaborate and co-teach with classroom teachers to support student achievement.
- Carry out discipline in accordance with board policies and administrative regulations; interact with students to promote positive attitudes toward school libraries.
- Compile budget and cost estimates based on documented program needs; compile, maintain, and file all reports, records, and other documents required; develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
- Perform other duties as needed.
- (At the elementary level) Facilitates enrichment curriculum for identified gifted students; evaluates progress of students; collaborates with Gifted and Talented department to support student achievement.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures.
- Knowledge of library science.
- Skill in effectively managing a classroom and student behavior.
- Skill in communicating effectively with others.
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets.
- Skill in working in collaborative team-based environments.

Supervisory Responsibilities:

May supervise assigned teacher assistant(s), student aides, and volunteers.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry at least 40 lbs; climbing stretching, frequent lifting of books and boxes.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____