Pflugerville Independent School District - Job Description

Job Title/Position:	Librarian Associate, Educational Associate	**Department/School:**	Assigned Campus
Pay Information:	CP5	**Supervised By:**	Principal
FLSA:	Non-Exempt	**Date Revised:**	May 2022

Primary Purpose:

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. Collaborate with teachers and other members of the learning community to develop and champion a culture of literacy and inquiry.

Minimum Qualifications (Experience/Education/Certification):

High School diploma or GED; At least 48 semester hours of college work, or an Associate's degree or higher, or a highly qualified paraprofessional certification, and a valid Texas Paraprofessional Certificate (can obtain after hire). Experience working in a library or school setting.

Major Responsibilities:

1. Collaborate with lead librarian and campus administration to implement school library programs to meet identified needs that are aligned with the campus and district mission, vision, beliefs, and strategic plan.
2. Collaborate with lead librarian to manage acquisitions, processing, organizing, distribution, maintenance, inventory, and refresh rate of resources.
3. Maintain a physical and virtual library/media center environment that is safe, inviting, flexible, collaborative, inclusive, conducive to learning and cultivates a sense of community.
4. Extend library-based learning opportunities for families through community-centered activities that promote community and parent involvement.
5. Provide guidance to students and staff to help them efficiently locate, accurately evaluate, and ethically use print and digital resources for their inquiry, academic, and personal needs.
6. Model and champion digital citizenship and safety and adherence to copyright and fair use requirements.
7. Serve as an 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.
8. Support learners' success by guiding them to read for understanding, breadth and pleasure through book talks, author visits, reading promotions, social media, programs/clubs, etc.
9. Provide opportunities for learners to explore real world problems through an inquiry approach that fosters exploration, discovery, creation and innovation, which will encourage students to pursue, create and share knowledge.
10. Model and develop a commitment to respect equity, diversity, and inclusion in collection development and within the learning community.
11. Collaborate with the lead librarian to manage the budget, physical and virtual spaces of the school library based on documented program needs.
12. Follow the Educator Code of Conduct and all policies, procedures, laws, and state/federal regulations.
13. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of basic computer operations and skills
- Ability to operate personal computer and educational
- software
- Ability to work with students and teachers effectively
- Ability to communicate effectively
- Ability to motivate and encourage reluctant students
- Knowledge of current online educational technology and productivity tools as well as a willingness to learn new tools as they are developed
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

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.

Employee's Signature: _____   Date: _____

Employee's Printed Name: _____