Pflugerville Independent School District - Job Description

Job Title/Position:	Librarian (ACE Campus)	**Department/School:**	Assigned Campus
Pay Information:	Teacher Compensation Plan, with incentive of $5000, contingent on grant award	**Supervised By:**	Principal
FLSA:	Exempt	**Date Revised:**	January 2026

Primary Purpose:

An ACE Librarian will 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 the library/media center is involved in instructional programs for the school. Act as a learning leader on campus, collaborating with teachers and other members of the learning community to develop and champion a culture of literacy and inquiry.

Minimum Qualifications (Experience/Education/Certification):

Master's degree; valid Texas librarian or learning resources specialist certificate or endorsement; two (2) years teaching experience in public and/or approved private education. Applicants selected for a position will be required to sign an annual stipend agreement and are ineligible for intra-district transfers for 3 years after signing the initial stipend agreement.

Major Responsibilities:

1. Plan school library programs to meet identified needs that are aligned with the campus and district mission, vision, beliefs, and strategic plan.
2. Manage acquisitions, processing, organizing, distribution, maintenance, inventory, and refresh rate of resources.
3. Evaluate, introduce, and model emerging technologies across all content areas for discovery, collaboration, critical analysis, creation, and presentation of learning.
4. Create and 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.
5. Extend library-based learning opportunities for families through community-centered activities that promote community and parent involvement.
6. Provide group instruction and individual 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.
7. Model and champion digital citizenship and safety and adherence to copyright and fair use requirements.
8. 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.
9. 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.
10. Collaborate with classroom teachers in designing and co-teaching lessons to support student achievement by integrating information literacy instruction, inquiry learning and curricular TEKS.
11. 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.
12. Offer learning opportunities that promote best practices in inquiry-based teaching and learning for staff.
13. Model and develop a commitment to respect equity, diversity, and inclusion in collection development and within the learning community.
14. Manage the budget, physical and virtual spaces of the school library based on documented program needs.
15. Compile and utilize relevant data to evaluate library programming and inform decision-making.
16. Follow Educator Code of Conduct and all policies, procedures, laws, and state/federal regulations.
17. Perform other duties as assigned.

Financial incentive, or stipend, is paid for the time-intensive work included in this model such as:

1. An extended school day to allow increased time for literacy and numeracy instruction;
2. An additional 2 hours per week after school for professional learning, tutoring, intervention, enrichment
3. Up to 40 hours of professional learning during the Summer break

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
- 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:

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.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____