



Job Description

Position Title:	Digital Teacher Librarian
Job Title:	Teacher
Function:	Instruction
Family:	Instructor

Reports to:	Campus Principal		
Terms of Employment:	<ul style="list-style-type: none"> Follow the instructional calendar as approved by the School Board and no less than 194 days per school year. Probationary-Educator employment agreement Salary is in the Teacher Salary Schedule on the SAISD Compensation Plan as applicable with consideration for directly related experience. 	FLSA Classification:	Exempt
Funding Source:	This position is 100% funded through Title I, Part A (Fund 211). Annual employment is contingent upon the availability of funds.		

Position Summary

Provide a full range of professional support to schools throughout integrated services that enhance the quality of instruction, improve student achievement, and develop 21st Century Competencies: communication, collaboration, critical thinking, and creativity. Supervise and manage the school library, a flexible modern learning environment, providing continuous access to print and digital books, databases, and technology tools and resources. Serve as a teacher, library resources expert and collaborator for the curation of resources to support instruction.

Essential Functions / Key Responsibilities

1. Implement the district's Library and Digital Commons program
2. Demonstrate a clear understanding of SAISD Curriculum, library and ISTE Standards Ensure the library is safe, inviting, and the learning "hub" of the school
3. Provide access to print and digital collections for all student populations
4. Provide reading strategies for targeted grade level supports
5. Provide an inviting, safe, and flexible learning environment
6. Provide robust modeling and teaching of collaboration, digital learning, critical thinking, and problem-solving skills needed to help students thrive in today's world
7. Enhance student achievement through leading, teaching and promoting information literacy, inquiry, reading and utilizing digital learning tools and resources
8. Co-plan and co-teach with teachers to ensure library and ISTE Standards for students and educators are implemented and digital governance is practiced
9. Actively collaborate to accomplish team, school, and district goals including textbook and device distribution
10. Align instructional practices with TEKS and library standards to meet students' needs
11. Access and use current research and professional resources to increase and apply knowledge in order to teach timely and accurate content
12. Consistently model the usage of digital resources and remain current with emerging technology trends



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13. Include strategies to promote higher-level thinking for students to interact with the rigorous and challenging content in a meaningful way that elicits thoughtful responses and actions for students
14. Establish and maintain professional communication, which is clear, responsible, and respectful
15. Collaborate with staff on lesson design that integrates STEM maker spaces
16. Collaborate with students and staff to build an up-to-date library collection that supports literacy instruction and acquisition as well as meets the students' curricular, interests, and cultural diversity
17. Partner with administration to provide timely staff professional development that is aligned with district/school goals
18. Exhibit the ability to teach and/or co-teach providing differentiation, interventions, and extensions to ensure the success of all students
19. Organize and coordinate a team with administrative support to manage textbooks and library inventory and distribution
20. Teach patrons how to use digital databases
21. Design a plan with the administrator to provide access to the library before and after school
22. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Master's degree from an accredited college or university.
- Valid Texas Teaching Certificate
- Valid Texas certification as a school librarian
- **2 or More Years of Teaching Experience:** The summative evaluation scores must be at "proficient" or above in four of sixteen dimensions with no "improvement needed" in any dimension using TTESS or a comparable performance evaluation tool
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's degree from an accredited college or university in Library Science

Knowledge, Skills & Abilities

- Knowledge of 21st Century competencies: communication, collaboration, critical thinking, and creativity in the library environment
- Demonstrated knowledge and skills in reading strategies, digital learning, and information literacy in the library
- Demonstrated knowledge and skills in implementing technology-based lessons and professional development
- Knowledge of state curriculum (TEKS), technology application and library standards
- Demonstrated knowledge and skills of Windows operating system, iPads, and Office 365
- Familiar with Google Apps for Education and Google Classroom
- Demonstrated knowledge and skills using learning management platforms, productivity tools (Microsoft Office Suite), and educational software apps
- Demonstrated knowledge and skills of online databases including TexQuest
- Demonstrated knowledge and skills using a library management software, MARC records/cataloging, and collection development.



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- Budget management,
- Strong organizational, communication and interpersonal skills
- Demonstrated written and oral communication skills including use of collaborative platforms
- Demonstrate interpersonal skills and ability to collaborate in team planning

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- Supervise the workflow for the Library Instructional Assistant if in a paired campus, students aides and volunteers

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name:

Date:

Employee Signature: