



Job Description

Position Title:	Part-Time, Professional		
Job Title:	Part-Time, Temporary Librarian Specialist		
Reports to:	Educational Technology & Extended Learning Department	Pay Grade:	Hourly Rate
Terms of Employment:	- Based on assignment as defined on pages 18-19 in SAISD Compensation Manual. - Part-Time work schedule will not exceed twenty-five (25) hours per week. - Hourly Rate is at \$35.00 an hour.	FLSA Classification:	Non-exempt
Funding Source:	This position is locally funded		

Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

This part time professional will support the goals of the department and perform moderate to complex tasks with minimal supervision. This position will work with the Rightsizing impacted school libraries to provide guidance and support in the weeding of the library collections, organization of digital records, determination of disposal items, and packing resources.

Essential Functions / Key Responsibilities

1. Requires in-dept knowledge and experience in library management systems, collection development and weeding processes.
2. Maintains the project tracking systems to keep the project on time.
3. Solves complex problems; takes a new perspective using existing solutions.
4. Works independently; receives minimal guidance.
5. Collaborates with department managers.
6. Acts as a resource for colleagues with less experience.
7. Ability to manage multiple campus assignments.
8. Perform required duties according to standard practices.
9. Strong organizational, communication and interpersonal skills.
10. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience
- Master's degree in Library Science or Library Certificate
- 5+ years of related experience based on the job identified
- Valid Texas certification (if applicable for assignment)



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- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Knowledge, Skills & Abilities

- Strong organizational, communication and interpersonal skills
- Ability to solve problems, think critically, and manage conflicts
- Knowledge of State and Federal regulations applicable to public school districts and library services
- Proven ability to establish and maintain effective partnerships and working relationships in a multicultural environment
- Proven ability to identify and participate in the resolution of issues/problems
- Ability to use productivity tools such as Excel or Google Sheets to manage data files and inventories

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; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Assigned staff (depending on assignment).

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 Signature: _____ Date: _____