



# *San Benito Consolidated Independent School District*

## **Human Resource Office**

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

<b>Job Title:</b>	Librarian	<b>Exemption Status:</b>	Exempt
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	Teacher Salary
<b>Works with:</b>	Students/Personnel	<b>Days:</b>	187
<b>Dept. /School:</b>	Assigned Campus	<b>Date Revised:</b>	09/11/2020

---

---

---

---

### **Primary Purpose:**

Direct the operation of 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 of the school

### **Prerequisites:**

- Master's degree from an accredited university;
- School Librarian Certificate, Learning Resource Specialist Certificate; or Learning Resource Endorsement; and

### **Special Knowledge/Skills:**

- Knowledge and experience in learning resource centers for public schools

### **Experience:**

- Two years of teaching experience.

### **Instruction**

1. Provide group instruction and individual guidance to students and other library users to help them locate resources and use research techniques. Serve as an information resource for users of print and digital library/media center materials.
2. Work with teachers to convey appropriate use of materials and help schedule materials for classroom instructional use. Encourage the appropriate use of video programming and other print and digital media for educational purposes.
3. Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources.
4. Promote equity, access, and intellectual freedom within the physical space and beyond, including ensuring 24-hour access to the online library catalog, digital and audio books, and related resources.

### **Library Programs**

5. Plan and implement an effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
6. Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and

inventory of library/media resources.

7. Assist teachers in preparation of curriculum guides, lesson plans, and bibliographies.
8. Develop and maintain up-to-date resource files including instructional program schedules and other community resources.
9. Use appropriate and effective techniques to encourage community and parent involvement.
10. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.

### **Student Management**

11. Carry out student discipline in accordance with board policies and administrative regulations.
12. Model and promote digital citizenship, safety, and adherence to copyright and fair use requirements.

### **Administration**

13. Compile, budget, and provide cost estimates based on documented program needs.
14. Compile, maintain, and file all reports, records, and other documents required.
15. Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
16. Other duties as assigned by supervisor

### **Follow district safety protocols and emergency procedures.**

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

---

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date \_\_\_\_\_