



## SEGUIN INDEPENDENT SCHOOL DISTRICT

### Job Description

**JOB TITLE:** Librarian  
**REPORTS TO:** Principal  
**DEPT/SCHOOL:** Technology

**WAGE/HOUR STATUS:** Exempt  
**PAY GRADE:** Teacher  
**DAYS EMPLOYED:** 192  
**DATE REVISED:** November 2024

#### PRIMARY PURPOSE:

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 involve the library media center in the instructional programs of the school.

#### QUALIFICATIONS:

##### Education/Certification:

- Bachelor's degree from accredited college or university
- Valid Texas librarian or learning resources specialist certificate or endorsement

##### Special Knowledge/Skills:

- Strong communication, public relations, and interpersonal skills
- Excellent organizational skills
- Knowledge of library science

##### Experience:

- Three years' experience in library media center in public school setting

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### Program Management

1. Effectively plan the school library program to meet identified needs.
2. Provide group instruction and individual user guidance for students in location of resources and use of research techniques.
3. Consult and plan with teachers on the appropriate use and convenient scheduling of materials for classroom instruction.
4. Inform users of library media center materials and provide staff development opportunities for teachers in the availability and utilization of local and district learning resources.
5. Assist in the preparation of bibliographies and curriculum guides.
6. Manage the acquisition, processing, organization, distribution, maintenance, and inventory of resources.
7. Coordinate the development and maintenance of the community resources file.
8. Maintain schedules for instructional television programs and encourage the use of video programs for educational purposes.
9. Compile budget and cost estimates based upon documented program needs.
10. Compile, maintain, and file all reports, records, and other documents required.
11. Comply with policies established by federal and state law, State Board of Education rule, and the

local board in the area of library media services.

### **School Climate**

12. Present for students a positive role model that supports the mission of the school district.
13. Maintain a positive and effective relationship with supervisors.
14. Comply with all district and local campus routines and regulations.
15. Effectively communicate with colleagues, students, and parents.

### **School Improvement**

16. Assess and respond to needs related to job responsibilities.
17. Develop and coordinate a continuing evaluation of the library media program and implement changes based on the findings.

### **Student Management**

18. Create a library media center environment that is conducive to learning and appropriate to the maturity and interests of students.
19. Administer discipline in accordance with board policies and administrative regulations.
20. Interact with students to promote positive attitudes toward school library.

### **Professional Growth and Development**

21. Develop professional skills appropriate to job assignment.
22. Demonstrate behavior that is professional, ethical, and responsible.

### **School/Community Relations**

23. Articulate the district's mission and goals in the area of library media services to the community and solicit its support in realizing the mission.
24. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
25. Demonstrate the use of appropriate and effective techniques for community and parent involvement.

## **SUPERVISORY RESPONSIBILITIES**

Supervise clerical aides(s), student aides, and volunteers.

### **EQUIPMENT USED:**

- Computer
- Copier
- Calculator
- Printer
- Adding machine
- New technology equipment and devices as acquired by the district

### **WORKING CONDITIONS:**

#### **Mental Demands:**

- Ability to communicate effectively (verbal and written)
- Ability to interpret policy, procedures, and data
- Ability to coordinate district functions
- Ability to maintain emotional control under stress

#### **Physical Demands/Environment Factors:**

- Climbing, stretching, frequent lifting of books, boxes

#### **Other:**

Work as team member and with peers, teachers, campus personnel and principals; professional demeanor, resourcefulness, communicate effectively with diverse groups and accept supervision; work without day-

to-day supervision; regular and punctual attendance at the workplace.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_