

Sweetwater Independent School District

Job Title: District Librarian

Exemption Status/Test: Exempt/Professional

Reports to: Chief Academics

Date Revised: 11/22/2024

Dept./School: Curriculum & Instruction

The following is in addition to the librarian job description.

Qualifications:

Master's degree from accredited college or university
Valid Texas school librarian certificate or endorsement
Demonstrated commitment to professional growth and learning
Demonstrated effectiveness as a professional role model
Excellent organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Provide instruction and leadership to librarians in assigned area or grade level.
 2. Share effective instructional strategies and best practices with librarians and instructional staff individually and in workshop settings.
 3. Assist with review, revising, and implementing the information literacy and library skills curriculum.
 4. Establish and maintain open communication with assigned librarians.
 5. Maintain a professional relationship with librarians and support team members.
 6. Use effective communication skills to present information accurately and clearly.
 7. Keep informed of and comply with state, district, and school district regulations and policies.
 8. Compile, maintain, and file all paperwork in a timely and professional manner.
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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.

Reviewed by _____

Date _____

Received by _____

Date _____