Job Title: Librarian

Exemption Status/Test: Exempt/Professional

Reports to: Principal

Date Revised: November 2026

Dept./School: Assigned Campus(es)

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 the library/media center is involved in instructional programs and advance Taylor ISD's mission, vision, and strategic priorities, including **excellence in student outcomes, an exceptional workplace climate, strong partnerships, and efficient financial stewardship**, while intentionally empowering the **whole child**.

Qualifications:

Education/Certification:
Master's degree from accredited college or university (for individuals certified after January 23, 2001)
Valid Texas school librarian certificate or endorsement (preferred)

Special Knowledge/Skills:
Ability to instruct and manage student behavior
Strong organizational, communication, and interpersonal skills
Demonstrated commitment to students and a strong belief that every student deserves full access to the library and its resources

Experience:
Experience in library/media center in public school setting

Major Responsibilities and Duties:

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 programing 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.
5. Build a welcoming, inclusive library environment where every student feels valued and has equitable access to library resources, programs, and services. Actively remove barriers to access and encourage all students to use the library as a place for reading, learning, and discovery.
6. Pull small groups of students for intervention, enrichment, and tutoring as needed, in coordination with campus teachers and administrators.

Library Programs

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

Gifted and Talented, Literacy, and Academic Competitions

13. Oversee and support gifted and talented instruction in collaboration with campus teachers.
14. Coordinate academic competitions such as UIL, Academic Pentathlon, and Destination Imagination, and coach student teams or events when needed.
15. Monitor and support campus literacy initiatives and their associated technology, including implementation, usage, and teacher and student support.

Student Management

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

Administration

18. Compile, budget, and provide cost estimates based on documented program needs.
19. Compile, maintain, and file all reports, records, and other documents required.
20. Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
21. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Direct the work of clerical aide(s), student aides, and volunteers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instruction equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; 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.

Reviewed by Date

Received by Date