

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Librarian

Work Days: 187

Reports to: Principal

Wage/Hour Status: Exempt

Dept./School: Campus assigned

Pay Grade: According to TISD [Salary Schedule](#)

Contact Person: Melissa Nichols
Director of Human Resources

Date Posted: February 21, 2023

Start Date: 2023-2024 School Year

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 ensure that library/media center is involved in instructional programs of the school.

Qualifications:

Education/Certification:

Master's degree in library and information science from accredited college or university (for individuals certified after January 23, 2001)
Valid Texas school librarian certificate

Special Knowledge/Skills:

Knowledge of library science
Ability to instruct and manage student behavior
Strong organizational, communication, and interpersonal skills

Experience:

Preferably one year experience in library/media center in public school setting

Major Responsibilities and Duties:

Instruction

1. Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
2. Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction.

3. Serve as information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of campus and district learning resources.

Library Programs

4. Effectively plan school library program to meet identified needs.
5. Assist in preparation of bibliographies and curriculum guides.
6. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.
7. Coordinate development and maintenance of community resource file.
8. Maintain schedules for instructional television programs and encourage use of video programs for educational purposes.
9. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
10. Use appropriate and effective techniques to encourage community and parent involvement.

Student Management

11. Carry out discipline in accordance with board policies and administrative regulations.
12. Interact with students to promote positive attitudes toward school library.

Administration

13. Compile, budget and 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 in the library/media services area.
16. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
17. Comply with all district and campus routines and regulations

Communication

18. Maintain a positive and effective relationship with supervisors.
19. Communicate effectively with colleagues, students, and parents.
20. All other duties as assigned.

Tools/Equipment Used:

Standard office equipment including computer and peripherals; standard library equipment including imaging; standard instruction equipment.

Working Conditions:**Mental demands/Physical Demands/Environmental Factors:**

Regular sitting, standing. Kneeling, squatting, bending/stooping, pushing/pulling, and twisting. Repetitive hand motions; frequent keyboarding and use of mouses; regular overhead reaching; climbing ladders. Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds) Work inside; work alone; exposure to biological and chemical hazards such as mold and dust. Work with frequent interruption; maintain emotional control under stress.

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

Application Procedures:**Please submit requested information to:**

Terrell ISD Human Resources department
Attention: Melissa Nichols, Director of Human Resources
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Fax: 972-551-5712
Email address: melissa.nichols@terrellisd.org

District Employees:

1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Updated Resume
3. Transfer request form before deadline date

Outside Applicants:

1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Certificate(s)
3. Resume
4. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
5. Transcript(s)

After you have submitted the online application please contact Jasmine Castaneda at 972-563-7504 ext. 3338 or email her at jasmine.castaneda@terrellisd.org to let her know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals.