

United Independent School District

Department of Human Resources

LIBRARIAN-MEDIA SPECIALIST

Campus Assigned

Primary Purpose:

Responsible for planning, developing, and implementing a Media Center program that meets the needs of the students, faculty, and community.

Educational Qualifications:

- Master's degree from accredited college or university (for individuals certified after January 23, 2001)
- Valid Texas school librarian certificate or endorsement
- Two (2) creditable years of teaching experience as a classroom teacher
- Strong organizational, communication and interpersonal skills

Major Responsibilities and Duties:

1. Plans library services to correlate with the philosophy of the school.
2. Works with school personnel to integrate the library program into the total school curriculum.
3. Provides a library collection that meets academic and/or recreational reading needs of patrons.
4. Promotes and provides services which enable patrons to become lifelong learners.
5. Assists with the selection of the personnel for the library media center.
6. Trains and supervises library media staff.
7. Provides input in the evaluation of the library media center.
8. Evaluates and selects materials which meet the needs of the patrons.
9. Demonstrates knowledge and use of selection aids.
10. Implements policies and procedures for evaluation and acquisitions of materials.
11. Develops procedures to maintain a relevant and current collection.
12. Develops policies and procedures for circulation, scheduling and maintenance of materials and facility.
13. Ability to instruct and manage student behavior.
14. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
15. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
16. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

17. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
18. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours. Some bending, lifting, and stooping while performing job related functions.

Librarian Media Specialist (continued)**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status: Exempt

Minimum Salary: \$52,392 – Elementary Level

\$56,192 – Secondary Level

Pay Grade: 2

Minimum Work Days: 193 - Elementary Level

207 – Secondary Level

Months: 10 Elementary / 11 High School and Middle School

Date Last Revised: 07/20

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 skill that may be required.