

## Job Description – Librarian

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**Primary Function:** Under the direction of the Principal, supervises and manages the school library/media center. Provides services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serves as teacher, materials expert, and curriculum adviser to ensure that the library/media center is involved in the instructional programs of the school.

### Responsibilities/Duties:

#### Program Management

- Effectively plans the school library program to meet identified needs
- Provides group instruction and individual user guidance for students in location of resources and use of research techniques
- Consults with teachers on the appropriate use of materials and helps them schedule materials for classroom instruction
- Informs users of library/media center materials and provides staff development opportunities for teachers on the availability and use of campus and district learning resources
- Assists in the preparation of bibliographies and curriculum guides
- Manages the acquisition, processing, organization, distribution, maintenance, and inventory of resources
- Compiles budget and cost estimates based upon documented program needs and manages the budget efficiently
- Compiles, maintains, and files all reports, records, and other documents required
- Complies with policies established by federal and state law, State Board of Education rules, and the local board in the area of library/media services
- Ensures that appropriate policies exist regarding on-line access, community access, confidentiality of records, and copyright

#### School Climate

- Presents for students a positive role model that supports the mission of the school district
- Maintains a positive and effective relationship with supervisors
- Complies with all district and local campus routines and regulations
- Effectively communicates with colleagues, students, and parents

#### School Improvement

- Assesses and responds to needs related to job responsibilities
- Ensures that appropriate reading incentive programs are in place
- Develops and coordinates a continuing evaluation of the library/media program and implements changes based on the findings
- Works with teachers and students to integrate new technologies

## **Student Management**

- Creates a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students
- Administers discipline in accordance with board policies and administrative regulations
- Informs users about the ethical use of information technologies (copyright, bibliographic citations, on-line protocol, etc.)
- Interacts with students to promote positive attitudes toward the school library

## **Professional Growth and Development**

- Develops professional skills appropriate to job assignment

## **School / Community Relations**

- Demonstrates awareness of district-community needs and initiates activities to meet those identified needs
- Demonstrates the use of appropriate and effective techniques for community and parent involvement

## **Supervisory Responsibilities**

- Supervises clerical aide(s), student aides, and volunteers

## **Other**

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

## **Knowledge and Abilities:**

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Instruct students and manage their behavior
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** Valid Texas librarian or learning resource specialist certificate. Knowledge and experience in library/media centers in a public school setting or experience as a classroom teacher preferred.

**Working Conditions:**

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; occasionally work irregular hours and prolonged hours; occasional district-wide, state-wide travel.

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; move small stacks of textbooks, media equipment, desk and other classroom equipment

**Calendar and Salary Range:** 195 work days. See current hiring pay grade on the Teacher Compensation Plan.

**Revised:** 1.10.24

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The foregoing statements describe the general function 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.

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Employee Signature

Date