



Director of Library Services

Employee Job Description

JOB TITLE: Director of Library Services

DAYS WORKED: 226

REPORTS TO: Chief Technology Officer

DEPT./SCHOOL: Library Services - Linda Samples Technology Center

DATE REVISED: November 2023

PRIMARY PURPOSE:

To develop a shared vision for library services, effectively communicating the path forward, making decisions driven by values and informed by data, developing partnerships with other district departments, and celebrating the impact and value of the people supervised.

QUALIFICATIONS:

Education/Certification:

- Master's Degree in Library Science from an ALA accredited school
- Learning Resources Specialist/Endorsement or School Librarian Certificate
- Texas Teacher Certificate

Special Knowledge/Skills:

- Exhibit excellent communication (verbal and written), public relation, and interpersonal skills.
- Possess knowledge and understanding of computer functions, programs, and related technology.
- Possess knowledge of cataloging processes and procedures.
- Display knowledge and ability to manage library budgets.
- Possess knowledge of current best practices in library services.
- Possess strong analytical, organizational and leadership skills

Experience:

- Successful experience as a classroom teacher and as a librarian, with preference given to candidates with both elementary and secondary library experience.
- Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.

MAJOR RESPONSIBILITIES AND DUTIES:

- Ensures department goals align to districtwide vision.
- Provides leadership and guidance to the school library staff in program planning and development, purchasing, professional learning, and use of digital resources.
- Engages with other leaders across the district to enable effective collaboration across departments.
- Fosters the development of exemplary library programs at each educational level and assists the librarians in meeting state and national library standards.
- Supports and facilitates high-quality, collaborative professional learning opportunities for librarians and other staff.
- Monitors and assists librarians and administrators in complying with federal and state laws, State Board of Education rules, Board policy, state, and national standards, as well as district and campus routines and regulations.
- Provides guidance to school librarians on collection development strategies and resources.
- Supervises the management, maintenance, and use of library technology systems such as the online cataloging system, digital library and premium digital resources.
- Prepares reports for the Board of Trustees and district administrators on the impact of building-level programs on instruction and library standards.
- Works with the principals and Personnel Services staff in selecting and evaluating library personnel.
- Develops the district library services budget, including any allocation for each school.
- Arranges for building-level librarians to evaluate new resources for evaluation/purchase.
- Provides library resources for educators.
- Uses high-quality data to continuously monitor progress; makes decisions and adjusts strategies to achieve goals and metrics of growth success for the team.
- Participates in the planning and design of new, renovated, and existing school libraries.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Library Services Staff and Campus Librarians

WORKING CONDITIONS:**Mental Demands:**

- Communicating effectively (verbal and written); interpreting policy, procedures, and data; coordinating library services and district library functions; maintaining emotional control under stress.

Physical Demands/Environmental Factors:

- Traveling district-wide for campus library activities.
- Occasional prolonged and irregular hours.
- Working extensively at a computer terminal.