



Job Title: Librarian

Exemption Status: Exempt

Reports to: Principal

Date Revised: April 2022

Dept. /School: Assigned Campus

Pay Grade: 104

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 the information to solve problems. Serve as a teacher, materials expert, and curriculum adviser to ensure that the library/media center is involved in instructional programs of the school.

Qualifications:

Education/Certification:

- Master's degree in library and information science from an accredited college or university
- Valid Texas school librarian certificate or endorsement

Experience:

- Minimum of one (1) year in a library/media center in a public school setting

Special Knowledge/Skills/Abilities:

- Ability to instruct and manage student behavior
- Strong organizational, communication, and interpersonal skills

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 materials at the library/media center.
 2. Work with teachers to convey the appropriate use of materials and to help schedule materials for classroom instruction. Encourage the proper use of video programming 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 audiobooks, and related resources.
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Library Programs

5. Plan and implement an effective school library program that meets identified needs and creates a library/media center environment conducive to learning and appropriate to students' maturity levels and interests.
6. Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
7. Assist teachers in the preparation of curriculum guides, lesson plans, and bibliographies.
8. Develop and maintain up-to-date resource files, including instructional program schedules and other community resources.
9. Use appropriate and effective techniques to encourage community and parent involvement.
10. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.

Student Management

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

13. Compile, budget, and provide cost estimates based on documented program needs.
14. Compile, maintain, and file all required reports, records, and other documents.
15. Comply with federal and state laws and State Board of Education rules and board policy.
Comply with all district and campus routines and regulations.
16. Follow district safety protocols and emergency procedures.
17. Perform all other duties as assigned.

Supervisory Responsibilities:

None

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 a 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. It 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 _____