



Job Title: Librarian

Exemption Status/Test: Exempt

Reports to: Principal

Date Revised: March 7, 2019

Dept. /School: Assigned Campus

Primary Purpose:

Supervises, manage and promote the school library facility and programs. Empower learners through the use of print and digital resources to locate, evaluate, and synthesize information as well as collaborate with other learners as global citizens. Collaborate with teachers to design engaging learning experiences to integrate information literacy and digital citizenship skills into instruction. Serve as teacher, materials expert, and curriculum adviser to ensure that the library is involved in all instructional programs of the school. Foster a campus culture of literacy and inquiry.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university

Master's degree from accredited college or university (for individuals certified after January 23, 2001)

Valid Texas School Librarian Certificate or Learning Resource Certificate or Endorsement

Experience:

Two plus (2+) years successful teaching experience

Special Knowledge/Skills:

Knowledge of current library information science best practices

Proficiency in engaging learners in a variety of instructional strategies

Experience with effective instructional technology integration

Strong organizational, communication, and interpersonal skills

Understanding of and commitment to customer service standards

Major Responsibilities and Duties:

Instructional Partner

1. Participate in the curriculum development process to ensure the curricula include the full range of literacy skills (information, media, visual, digital, and technological) necessary to meet content standards and to develop lifelong learners.
2. Collaborate with teachers to design and teach engaging learning experiences that incorporate multiple literacies, encourage digital citizenship, and foster critical thinking.
3. Join stakeholders to plan and implement a wide variety of meaningful experiences that will promote a love of reading and lifelong learning.
4. Design and present formal and informal professional learning for and with all staff.

Information Specialist

5. In accordance with district policy, develop, organize, and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.
6. Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with stakeholders, and provide 24/7 access to library services.
7. Understand copyright, fair use, and licensing of intellectual property and assist users with their understanding and observance of the same.

Strategic Implementation and Continuous Improvement

8. Create and maintain a teaching and learning environment that is comfortable, flexible, collaborative, and supportive of future ready learning styles.
9. Arrange for scheduling of the school library that provides student accessibility to staff and resources at point of need.
10. Communicate with stakeholders in a manner representative of the school library program, campus, and district vision, mission, and goals.
11. Prepare, justify, and administer the school library program budget to support specific program goals.
12. Establish and follow processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed.
13. Remain current in professional practices and developments, information technologies, and education research application to the school library program.
14. Comply with federal and state laws and guidelines, State Board of Education Rules, board policy, and district and campus routines and regulations.
15. Willingly accept and perform duties assigned by administrators.

Supervisory Responsibilities

Supervise clerical aide(s), student aides, and volunteers.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional overhead reaching, climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Work inside; work alone, exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; multi-task under pressure; reading, ability to communicate effectively (verbally and written)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.