Librarian

Rev August 2025

Reports to: Principal

Dept./Campus: Assigned Campus

Status: Exempt

Paygrade: 202

Term: 187 Days

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

MAJOR RESPONSIBILITIES AND DUTIES

- **Instruction**
  - 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 library/media center materials.
  - Work with teachers to convey appropriate use of materials and help Schule materials for classroom instructional use. Encourage the appropriate use of video programming and other print and digital media for educational resources.
  - Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources.
  - Promote equity, access, and intellectual freedom within the physical space and beyond, including and ensuring 24-hour access to the online library catalog, digital and audio books, and related resources.
- **Library Programs**
  - Plan and implement and effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
  - Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
  - Assist teachers in preparation of curriculum guides, lesson plans, and bibliographies.
  - Develop and maintain up-to-date resource files including instructional program schedules and other community resources.
  - Use appropriate and effective techniques to encourage community and parent involvement.
  - Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
- **Student Management**
  - Carry out student discipline in accordance with board policies and administrative regulations.
  - Model and promote digital citizenship, safety, and adherence to copyright and fair use requirements.

- **Administration**
  - Compile, budget, and provide cost estimates based on documented program needs.
  - Compile, maintain, and file all reports, records, and other documents required.
  - Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
  - Follow district safety protocols and emergency procedures.

SUPERVISORY RESPONSIBILITIES

- Direct the work of clerical aide(s), student aide(s), and volunteers.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in library and information science from accredited college or university (for individuals certified after January 23, 2001) Valid Texas school librarian certificate or endorsement. Valid Texas School Librarian or Learning Resource Specialist certification or endorsement. Two years of library/media center experience in a public, school setting.

Knowledge/Skills/Abilities:

- Knowledge of school library/media center
- Proficient in working with media center resources and technologies
- Ability to instruct and manage student behavior
- Strong professional, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard office equipment including personal computer and peripherals; standard library equipment including imaging equipment; standard instruction equipment
- Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders
- Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds)
- Work inside; work alone, exposure to biological and chemical hazards such as mold and dust; regular exposure to noise
- Work with frequent interruptions; maintain emotional control under stress.