

**Job Title:** LIBRARIAN  
**Reports to:** Principal  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Exempt  
**Date Revised:** September 20, 2021

### **Primary Purpose**

Supervise and manage 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 adviser to ensure that library/media center is involved in instructional programs of the school.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree from accredited college or university  
Valid Texas librarian or learning resources specialist certificate or endorsement

### **Special Knowledge/Skills**

Knowledge of library science  
Ability to instruct and manage student behavior  
Strong organizational, communication, and interpersonal skills

### **Experience**

Three years teaching experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Instruction**

1. Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
2. Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction.
3. Serve as information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of campus and district learning resources.

### **Library Programs**

4. Effectively plan school library program to meet identified needs of students such as STAR, Accelerated Reading and other technological instructional applications.
5. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.
6. Provide video programs and/or internet resources that supplement instructional lesson plans.
7. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
8. Use appropriate and effective techniques to encourage community and parent involvement.

### **Student Management**

9. Carry out discipline in accordance with board policies and administrative regulations.
10. Interact with students to promote positive attitudes toward school library.

**Administration**

- 11. Compile, budget and cost estimates based on documented program needs.
- 12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 13. Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
- 14. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
- 15. Comply with all district and campus routines and regulations.

**Communication**

- 16. Maintain a positive and effective relationship with supervisors.
- 17. Communicate effectively with colleagues, students, and parents.

**Other**

- 18. Perform other duties assigned by supervisor.
- 19. Maintain confidentiality of information.

**Supervisory Responsibilities**

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

**EQUIPMENT USED**

Typewriter, personal computer, printer, scanner, calculator, 35mm camera, record player, opaque projector, laminator, camcorder, cassette recorder, overhead projector and screen, TV/VCR, digital camera, copy machine, Ellison machine, and slide projector.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Work with continuous interruptions. Maintain emotional control under stress. Climbing, stretching, and frequent lifting of books, boxes, and audiovisual equipment.

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The foregoing statements describe the general purpose 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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_