

**Job Title:** LEAD LIBRARIAN (STIPEND)  
**Reports to:** Chief Academic Officer  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Exempt  
**Date Revised:** April 20, 2026

### **Primary Purpose**

Serve as teacher, materials expert, and curriculum adviser to ensure that all library/media centers are involved in instructional programs of the school. Works cooperatively with other school librarians in the district to assure a cohesive K-12 Library program.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree from accredited college or university  
Valid Texas librarian or learning resources specialist certificate or endorsement  
Proven leadership in library media services  
Demonstrated commitment to professional growth and learning  
Demonstrated effectiveness as a professional role model  
Excellent organizational, communication, and interpersonal skills

### **Special Knowledge/Skills**

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

### **Experience**

Minimum of three years librarian experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Supervision**

1. Supervises the procurement process of all library books at each of the SFDRCSISD school libraries.
2. Trains all librarians and library staff in the performance of their duties.
3. Coordinates processes for the weeding of library materials from campus collections according to the district library policy and procedure manual and the CREW guidelines.
4. Supervises the evaluation, selection, acquisition, reconsideration, and deselection of library materials in accordance with Board Policy EFB.

### **Leadership**

5. Coordinates and assists the Chief Academic Officer with the collection and organization of a Master Proposed Library Materials List for posting on the school district's website in accordance with Board Policy EFB.
6. Monitors the Feedback Form for Library Materials Purchases and coordinates the review of comments and concerns pertaining to proposed library material.
7. Coordinates with the Chief Academic Officer and the Curriculum Director to provide staff development opportunities for librarians in the use of campus and district learning resources.
8. Collaborates with staff for effective use of library services, resources, and facilities.
9. Creates an appropriate climate that reflects the philosophy of the district.

**Library Programs**

- 10. Collaborates with other librarians to evaluate and plan effective library programs at all levels.
- 11. Collaborates with other librarians to review media and library resources to ensure appropriateness to the age and grade maturity level of students in accordance with state policy.
- 12. Works cooperatively with librarians on the selection of instructional resources.

**Administration**

- 13. Keeps the Chief Academic Officer, Curriculum Director, and principals informed of library program goals, objectives, and resources.
- 14. Assists the Chief Academic Officer in compiling budget and cost estimates based on documented program needs.
- 15. Assists the Chief Academic Officer in compiling, maintaining, and filing all physical and computerized reports, records, and other documents as required.
- 16. Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
- 17. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
- 18. Comply with all district and campus routines and regulations.

**Communication**

- 19. Maintain a positive and effective relationship with all District librarians.
- 20. Communicate effectively with all stakeholders.

**Other**

- 21. Perform other duties assigned by supervisor.
- 22. Maintain confidentiality of information.

**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:** \_\_\_\_\_