

Job Title: Librarian	Wage/Hour Status: Exempt
Reports to: Principal/Administrative Supervisor	Pay Grade: TBA
Dept./School: Assigned Campus	Date Revised: August 28, 2024

Primary Purpose

Provide access to materials in all formats; provide instruction to stimulate interest in reading, viewing and using information and collaborating with other educators to meet students' needs. Oversee library operations for the campus.

Qualifications**Education/Certification**

Master's Degree from an accredited university
Valid Texas Teacher Certificate

A. Valid Texas Librarian or Learning Resources Certificate

or

B. Currently enrolled in a school librarian certification program (See* below for requirements)

- completed at least twelve (12) approved semester hours in a traditional program (master's in library science or School Librarian Certificate) or
- completed six (6) semester hours of coursework by a state approved Alternative School Librarian Certification Program

Special Knowledge/Skills

- Knowledge of library science
- Strong organizational, communication, public relations, and interpersonal skills

Experience

Two (2) years teaching experience

Major Responsibilities and Duties**Instructional Strategies**

1. Implement the district library curriculum for levels assigned.
2. Meet and plan with teacher teams to coordinate resource center materials to ensure alignment to the instructional program.
3. Support learner success by guiding students in reading for understanding, pleasure, and the exploration of diverse genres and viewpoints.
4. Incorporate the use of technology to make learning relevant and enhance student outcomes.
5. Support campus needs in instruction, collections, development, library management, automation services, technology integration, digital citizenship, intellectual freedom, information literacy, and other 21-st century skills. Support active participation with 1:1 Student Devices.
6. Support the latest innovations in teaching and learning according to the Texas School Library Standards and Guidelines.
7. Instruct and assist students and teachers with information access techniques for eResources such as, but not limited to, on-line catalogs, eBooks, databases, and the Internet.
8. Instruct students on literacy skills (digital, information, media, technological and visual literacies) and digital citizenship through collaborative teaching with the instructional team on campus.
9. Stay abreast of trends happening in librarianship, such as, but not limited to, makerspaces and breakout rooms and implement them in the library.
10. Assist with independent study and in the selection, use and location of materials.

Administrative Duties

11. Serve on decision-making teams and committees in the school.
12. Oversee a budget.
13. Select, evaluate, and acquire materials in the formats and encourage input from teachers, administrators, and students in the selection of appropriate materials.
14. Adhere to district policies concerning issues dealing with selection of materials, reconsideration of materials and copyright.
15. Continually update the collection by removing materials that are obsolete or inappropriate to the campus population and disposal of said materials using district guidelines.

16. Inventory materials, equipment, and supplies.
17. Support with communication to students and parents on the 1:1 student device initiative regarding lost and/or damaged district-assigned technology/devices. This assistance should not exceed two hours per week.
18. Support campus administration during peak distribution (e.g., at the beginning and end of the school year) with the collection, assigning, and unassigning of district-assigned devices to students. All other support during the school year should not exceed two hours per week.
19. Assist with special projects, to provide students with resources needed to be successful in school.
20. Process and organize materials as quickly as possible to provide access to those materials, to teachers and students.
21. Keep accurate records and statistics of current activities, circulation, patron usage, and budget expenditures.
22. Prepare administrative reports for library operations (such as, but not limited to, monthly and annual reports).
23. Stay current with facility appropriateness and maintain an attractive, organized atmosphere, conducive to learning and research, as well as recreational reading.
24. Maintain an accountability system for patrons (dealing with overdue/fines, damages, and losses).
25. Assist to develop and implement proposals for additional projects and programs that increase patronage and resources (such as makerspaces, author visits and book fairs).
26. Serve as a resource person in the acquisition of technology.
27. Advocate for school library programs and for the library profession.
28. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

29. Supervise library operations during school day.
30. Assign duties, train, and supervise the work of clerical staff, student helpers and volunteers in the library.

Policy, Reports and Law

31. Comply with the accreditation standards.
32. Prepare administrative reports for library operations including, but not limited to budget, monthly and yearly circulation reports.
33. Adhere to library goals that follow campus and district goals and initiatives.
34. Keep informed of and comply with the national (ALA, AASL), state (TEA, TLA, TSLAC) and district, public education regulations and policies concerning school libraries.

Communication

35. Keep faculty, staff and other patrons informed of acquisition of new materials, new programs and events.
36. Establish and maintain open lines of communication with students, parents, administrators, faculty and staff via traditional methods and other, newer methods (such as a webpage or social media).
37. Maintain a professional relationship with colleagues, students, parents and community members.
38. Promote positive community relations through effective communication with community members by attending PTA/PTO meetings as often as possible as a demonstration of professional responsibility.
39. Attend PTA/PTO, Open House, and Parent/Teacher Conferences or other school sponsored activities (Such as Literacy Night).
40. Use effective communication skills to present information accurately and clearly.
41. Provide information about staff development opportunities to faculty and staff.

Professional Growth

42. Participate in staff development activities to improve job-related skills.
43. Provide staff development to faculty and staff on the use of library resources, materials, audio-visual equipment, technology (apps) and specialized information access.
44. Provide, plan, and keep up to date on professional learning opportunities for faculty and staff

Physical and Mental Job Requirements

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.

Terms of Employment

187 days, elementary; salary to be established by the Board of Trustees

194 days, secondary; salary to be established by the Board of Trustees

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.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.