



Division of Human Resources and Administration

JOB DESCRIPTION

Job Title:	High School Librarian	Wage/Hour Status:	Exempt
Reports to:	Principal	Pay Grade:	I
Day:	193	Pay Range	\$203.74-\$295.72
Dept./School:	Assigned Campus	Date Revised:	September 18, 2007

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 involve the library media center in the instructional programs of the school.

Qualifications:

Education/Certification:

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

Special Knowledge/Skills:

Knowledge of library science
Strong organizational, communication, and interpersonal skills

Experience:

Experience in library media center in public school setting

Major Responsibilities and Duties:

Program Management

1. Effectively plan the school library program to meet identified needs.
2. Provide group instruction and individual user guidance for students in location of resources and use of research techniques.
3. Consult and plan with teachers on the appropriate use and convenient scheduling of materials for classroom instruction and or library technology resources used by students.
4. Inform users of library media center materials and provide staff development opportunities for teachers in the availability and utilization of local and district learning resources.
5. Assist in the preparation of bibliographies and curriculum guides.
6. Manage the acquisition, processing, organization, distribution, maintenance, and inventory of resources.
7. Coordinate the development and maintenance of the community resources file.
8. Maintain schedules for instructional television programs and encourage the use of video programs for educational purposes.

9. Create I.D. cards for students as needed.
10. Receive and check out text books as needed.
11. Compile budget and cost estimates based upon documented program needs.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rule, and the local board in the area of library media services.

School/Organizational Climate

14. Present for students a positive role model that supports the mission of the school district.
15. Maintain a positive and effective relationship with supervisors.
16. Comply with all district and local campus routines and regulations.
17. Provide for positive, effective two-way communication with supervisor, staff, students, district employees, media, and community.

School Organizational Improvement

18. Assess and respond to needs related to job responsibilities.
19. Develop and coordinate a continuing evaluation of the library media program and implement changes based on the findings.

Student Management

20. Create a library media and technology center environment that is conducive to learning and appropriate to the maturity and interests of the students.
21. Administer discipline in accordance with board policies and administrative regulations.
22. Interact with students to promote positive attitudes toward school library.

Professional Growth and Development

23. Develop professional skills appropriate to the job assignment.
24. Demonstrate behavior that is professional, ethical, and responsible.

School/Community Relations

25. Articulate the district's mission and goals in the area of library media services to the community and solicit its support in realizing the mission.
26. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
27. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
28. Work to complete and other special assignments, projects, or duties assigned by supervisor.

Supervisory Responsibilities:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate (verbally and written); ability to instruct; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Climbing, stretching, frequent lifting of books and boxes.

The foregoing statement describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

Appraiser: _____ Date: _____

Appraisee: _____ Date: _____