



| JOB DESCRIPTION |  |            |
|-----------------|--|------------|
| Title           | Library and Instructional Technology Educator (LITE) |            |
| Department      | Technology   |            |
| Reports To      | Campus Principal/Instructional Technology Dept.      |            |
| Compensation    | Teacher Pay Scale                                    |            |
| Days            | 189: ES<br>190: MS<br>202: HS                        | 01/17/2025 |

#### **PRIMARY PURPOSE:**

The library and instructional technology educator (LITE) serves as a teacher, instructional partner, information specialist, and program administrator for library services at the campus level. Supervise and manage the campus library/media center while supporting the reading collections for classrooms and advancing the instructional technology, library, and reading programs. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems and enhancing student and staff understanding and knowledge of technology tools, resources, and digital citizenship. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the campus.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Certification Requirements**

- Masters in Library Science
- Valid Texas Librarian certification
- Valid Texas Teaching certification
- Valid Texas Driver's License
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

##### **Special Knowledge and Skills**

- Knowledge of library science, curriculum and instruction
- Ability to instruct and manage student behavior
- Strong organizational, communication, leadership and interpersonal skills
- Ability to work with multiple technology platforms to support technology integration, library programs, makerspaces, and campus technology initiatives
- Ability to assist staff and students with technical issues regarding school issued devices
- Meets SBEC Technology Applications Standards for Educators
- Proficient in Google/Office 365 Applications for Education
- Proficient in media technologies
- Ability to work successfully with students and staff

##### **Experience**

- Two years of librarian experience (preferred)
- Two years of classroom teaching experience (preferred)
- Prior experience leading staff development



## **MAJOR RESPONSIBILITIES AND DUTIES:**

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

### **Instructional**

- Provide group instruction and individual guidance to students to help them locate physical and digital resources using research techniques and technology tools to enhance learning in the classroom and in the library.
- Foster a love for reading among students with engaging library experiences through maker spaces, book talks, and activities designed to foster a love of reading and learning.
- Creates and delivers training and/or professional development for staff and students related to library use, library resources, instructional technology use, digital citizenship and other topics as appropriate.
- Support the curriculum through collection development and the creation/maintenance of digital resources
- Works collaboratively with grade level/content area PLC groups to incorporate library resources and technology to enhance student learning
- Plans with teachers and groups of teachers to integrate technology, library resources, and multimedia materials with the instructional program. Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction in accordance with Curriculum and Instruction guidelines, programs and curricula.
- 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 and global learning resources.
- Develop and promote reading initiatives and programs to foster a love and appreciation for reading among students and community.
- Serves as the primary instructional technology and instructional materials trainer for the campus.
- Attend Library, Curriculum, Technology and other District/Campus meetings.
- Embed inquiry process into all curriculum in collaboration with the classroom teacher.
- Provide experiences and access to resources, information, ideas, and technology.
- Establishing and supporting an environment that builds critical-thinking and inquiry dispositions for all learners.
- Provide challenging and authentic learning that address the needs of a broad range of learners.
- Creating and maintaining an environment that is inviting, safe, adaptable, and conducive to learning.
- Engaging with measurable learner outcomes and with data sources to improve resources, instruction, and services.
- Provide strategies for acting on curiosity about a topic of personal interest or curricular relevance.
- Promote ethical and legal guidelines for gathering and using information.
- Encourages participation in a diverse learning community to create and share information.
- Provides access to information for inquiry learning, which includes the pursuit, creation, and sharing of knowledge, as well as support for both student and professional learning.

### **Assessment of Program**



- Analyze and purchase materials for the collection to attain appropriate size, age and balance of the collection
- Performs an accurate and complete inventory each year at the campus
- Performs the yearly weeding and replacement of materials at the campus
- Leads the campus Library Materials Review Committee.

### **Library Programs**

- Offers purposeful professional development that is aligned to the needs of the learning community.
- Incorporates leadership activities, best practices, and professional development across campus, district, and professional communities.
- Participate as a contributing member of the Campus/District Instructional Planning teams
- Provide educational resources in a variety of formats to support and extend the curriculum of the district.
- Manage acquisitions, processing, organizing, distribution, maintenance, weeding, and inventory of resources and equipment.
- Review and select global resources in alignment with district curriculum.
- Create and maintain district and campus library website with online resources.
- Provides training and support for teachers to reinforce digital citizenship in utilizing online resources to support instruction.
- Delivers, Coordinates, and Manages the process for the delivery of digital citizenship training to students to meet state and federal requirements.
- Encourage use of online/streaming video programs for educational purposes.
- Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students that will promote lifelong practices of reading and learning.
- Promote ethical behavior with both staff and students in the use of district technology and information sources.
- Schedule and supervise the preparation of Book Fairs, and other programs or fundraisers that benefit and support library programs and operations.
- Use appropriate and effective techniques to encourage community and parent involvement.

### **Management**

- Compile budget and cost estimates based on documented program needs.
- Perform collection assessment and development procedures to assess needs and provide up to date reading material and resources and a balanced collection that aligns with the campus curriculum.
- Design book and other media orders based upon requests, student and staff interests, social emotional needs, curriculum needs, assessment results, and professional book and media reviews.
- Manage library budgets for books, general supplies, periodicals, maintenance, contracted maintenance, travel, and activity account.
- Acquire quotes for library supplies and materials and provide justifications for orders.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area using the Texas State Standards and Guidelines for School Library Programs.



- Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings using the Texas State Standards and Guidelines for School Library Programs.
- Provide leadership in working with administration and faculty to establish policies of library services to meet the needs of students and faculty.
- Interact with students to promote positive attitudes toward school library.
- Participate in the planning of new library facilities or in the remodeling of existing libraries.
- Comply with all district and campus routines and regulations.
- Campus(s) textbook manager and student technology inventory distribution.

### **Professional Growth**

- Attends, local, state, and/or national professional conferences or workshops
- Engages in activities, organizations and journal readings to keep abreast in library science
- Explores and evaluates new and emerging technologies to assist campus with media acquisitions
- Provides leadership and support for Library Aides at the assigned campus

### **Supervisory Responsibilities:**

Supervision and evaluation of District personnel is not a requirement of the position; however, the supervision of students is required.

### **Equipment Used:**

- Office equipment – personal computer, printer, calculator, multi-line telephone, software programs and peripherals, copier, fax, and other equipment applicable to position.
- Communication equipment – radio communication equipment, cellular telephone
- Video monitoring equipment

### **Working Conditions:**

#### **Mental Demands:**

- Maintain emotional control under stress
- Work with frequent interruptions

#### **Physical Demands:**

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving, traveling.
- Occasional: Lifting, moderate, 15-44 pounds; carrying, moderate, 15-44 pounds

#### **Environmental Factors:**

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours.

### **Nondiscrimination Statement:**

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.



**Employee Acknowledgement:**

*I acknowledge the receipt and review of the attached job description. My signature below indicates I have been informed of the expectations, duties and responsibilities of the position. I understand the position and employment are contingent upon the continued availability of **Local funds** and is not guaranteed beyond the current school year.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature