

West Orange-Cove CISD

JOB TITLE:	Librarian		
REPORTS TO:	Principal	PAY GRADE:	Teacher Pay Scale
DEPT./SCHOOL:	Campus	SERVICE DAYS:	Instructional Calendar
FSLA:	Exempt		

PRIMARY PURPOSE:

The role of the librarian is to provide library services to students and faculty by making available materials, equipment, and resource information to support the total school program. 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:

MINIMUM EDUCATION/CERTIFICATION

A Bachelor's degree from an accredited college or university
A valid Texas librarian's certificate or learning resources endorsement

SPECIAL KNOWLEDGE/SKILLS

Knowledge of Library Science
Strong organizational, communication, and interpersonal skills

MINIMUM EXPERIENCE

Knowledge of library media center/resource specialist programs

ESSENTIAL FUNCTIONS:

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
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. manage the acquisition, processing, organization, distribution, maintenance, and inventory of resources
6. compile budget and cost estimates based upon documented program needs
7. assume responsibility for compiling, maintaining and filing all reports, records and other documents required
8. 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 CLIMATE:

9. present for students a positive role model that supports the mission of the school district
10. maintain a positive and effective relationship with supervisors, peers and subordinates
11. comply with all district and local campus routines and regulations

12. communicate effectively with colleagues, students and parents

**SCHOOL
IMPROVEMENT:**

13. assess and respond to needs related to job responsibilities

14. develop and coordinate a continuing evaluation of the library media program and implement changes based on the findings

15. apply research findings and new trends in information, technology and strategies to enhance library services improvement; maintain high standards of productivity

**STUDENT
MANAGEMENT:**

16. create a library media center environment that is conducive to learning and appropriate to the maturity and interests of students

17. administer discipline in accordance with board policies and administrative regulations

18. interact effectively with students to promote positive attitudes toward the school library

**PROFESSIONAL
GROWTH AND
DEVELOPMENT:**

19. develop professional skills appropriate to job assignment

20. demonstrate behavior that is professional, ethical and responsible

**SCHOOL/
COMMUNITY
RELATIONS:**

21. 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

22. demonstrate awareness of school-community needs and initiate activities to meet those identified needs

23. demonstrate the use of appropriate and effective techniques for community and parent involvement

OTHER DUTIES:

24. perform other duties as assigned by the supervisor

SUPERVISORY RESPONSIBILITIES:

Supervise clerical aide(s), and student aide(s) assigned to the library

WORKING CONDITIONS:

Ability to communicate (verbally and written); Ability to instruct

Maintain emotional control under stress

Climbing, stretching, frequent light lifting of books and boxes

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature

Date