

Dumas ISD

Librarian

Job Description

Job Title: Librarian

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: 7

Dept./School: Assigned Campus(es)

Date Revised: 9/7/06

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 ensure that library/media center is involved in 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
Teaching Certificate

Special Knowledge/Skills:

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

Experience:

Three years teaching experience

Major Responsibilities and Duties:

Instruction

1. Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
2. Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction.
3. 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 learning resources.

Library Programs

4. Effectively plan school library program to meet identified needs.
5. Assist in preparation of bibliographies and curriculum guides.
6. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.
7. Coordinate development and maintenance of community resource file.

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8. Maintain schedules for instructional television programs and encourage use of video programs for educational purposes.
9. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
10. Use appropriate and effective techniques to encourage community and parent involvement.

Student Management

11. Carry out discipline in accordance with board policies and administrative regulations.
12. Interact with students to promote positive attitudes toward school library.

Administration

13. Compile budget and cost estimates based on documented program needs.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
15. Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
16. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
17. Comply with all district and campus routines and regulations.

Communication

18. Maintain a positive and effective relationship with supervisors.
19. Communicate effectively with colleagues, students, and parents.

Supervisory Responsibilities:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Climbing, stretching, frequent light lifting of books, boxes.

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 by _____ Date _____

Reviewed by _____ Date _____

