

## **Killeen Independent School District Additional Duty Description (Stipend)**

**Job Title:** District Lead Librarian  
**Reports To:** Assistant Superintendent of Curriculum and Instruction  
**FLSA Status:** Exempt/Librarian Stipend (2 Elementary, 1 Middle, and 1 High)

### **SUMMARY**

Provides guidance and technical assistance to Librarians. Works as a colleague with instructional staff to support student learning, teacher practice and provide instructional support based on the individual needs of campuses. Provides individual and group professional learning that will expand and refine the understanding and implementation of 21st Century research-based library standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Demonstrates willingness to assume leadership positions.

Models, instructs, and coaches Librarians.

Maintains positive collegial communication and acts as a liaison between campus and district staff.

Models research-based lessons and/or co-teaches in classrooms/libraries.

Shares effective instructional strategies and best practices with instructional staff individually and/or in workshop settings.

Supports instructional staff in planning and implementing co-teaching instructional strategies that adheres to the District's philosophy, goals, and curriculum objectives and encourages increased patronage of the library as an innovative learning hub.

Develops and maintains positive collegial relationships with teachers and administrators.

Communicates and demonstrates knowledge of the Texas Essential Knowledge and Skills and research-based instructional strategies.

Participates in professional learning opportunities and is familiar with current trends and best practices and encourages ongoing professional development and growth for all instructional staff.

Assists with coordinating orders that involve multiple campuses, such as, but not limited to Reading is Fundamental, research databases, resources, etc.

Assists with coordinating District Battle of the Books competitions.

Assists with coordinating Summer Library, to include, but not limited to logistics, advertising, materials, etc.

Supports setup and transitioning of libraries.

Supports new Librarians and facilitates selection of mentors as needed.

Establishes and communicates District standards for library procedures and practices, including but not limited to Destiny, research databases, subscription services, etc.

Maintains centralized repository of resources for Librarians.

Presents a positive role model that supports the mission of the district.

Maintains a professional relationship with all colleagues, students, parents, and community members.

Manages time and schedules flexibly to maximize library schedules and learning.

Works collaboratively and collegially with other instructional coaches and district instructional specialists.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree in Library Science, preferred. Three or more years of experience as a PK-12 librarian/media specialist, preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Texas teaching certificate with Librarian certificate or Learning Resources Endorsement.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS and ABILITIES**

Ability to multitask. Ability to demonstrate effective interpersonal skills.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** March 20, 2019

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