

Killeen Independent School District Job Description

Job Title: Librarian
Reports To: Principal(s)
FLSA Status: Exempt

SUMMARY

Provides a functional and inviting library that supports school curriculum, information literacy, life-long learning, and recreational reading; informs teachers, students, and building staff of available library resources and learning tools; and educates all patrons to become effective users of ideas and information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

ADMINISTRATION

Selects and orders books, periodicals, audio-visual learning aids, and other printed and non-printed materials appropriate to student and staff instructional needs, in accordance with the district's library selection policy, using current professional selection tools.

Supervises the circulation of materials and equipment to students and staff; maintains and distributes lists for overdue, damaged and lost books; and prepares and distributes a monthly circulation record.

Manages the evaluation, acquisition, ordering and processing of books, materials and equipment for the library.

Maintains materials and equipment by repairing damaged books, selecting books and periodicals for bindery, and discarding materials that no longer meet curriculum requirements.

Conducts an annual inventory of books, materials, and equipment.

Prepares timely displays, exhibits, and bulletin boards.

INSTRUCTION

Presents programs for staff development.

Provides reading guidance in areas of interest for students, staff, and faculty.

Assists students in developing competency in reading and interpretation skills needed to master the state mandated curriculum objectives.

Teaches information literacy skills consistent with curriculum, and assists with research in individual and group projects.

Instructs staff and students in location and use of library materials, on-line databases, internet research, available production software, and computer equipment.

Collaborates with teachers in curriculum development and lesson plan development and keeps them aware of available correlated library materials.

Directs and encourages students and faculty in the ethical use of resources, including copyright and citing of sources.

Administers the district's discipline management plan by enforcing appropriate student behavior.

TECHNOLOGY

Implements and applies knowledge of computer hardware and software systems for instruction, research, and management.

Operates, troubleshoots, and problem solves automation and circulation systems.

Maintains a working knowledge of multimedia format.

PROFESSIONAL

Reads professional literature to keep up-to-date and implements innovative current practices.

Takes a yearly measure of the library by comparing it to state standards as published in the Texas Education Code 33.021 and uses the information to analyze and evaluate the performance of the library.

Demonstrates professional responsibility by attending workshops, conferences, and in-service sessions, and meeting regularly with other professionals in the field.

Maintains the library in a welcoming and appealing environment.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises library staff (and/or student workers) at assigned campus. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees and volunteers; planning, assigning, and directing work; addressing complaints and materials challenges, and resolving problems.

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; and two years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Librarian Certificate or Learning Resource Endorsement.

LANGUAGE SKILLS

Ability to read and interpret documents such as rules and regulations, educational periodicals, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with administrators, faculty, students, parents, and vendors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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.

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: June 12, 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.