

BRAZOSPORT ISD JOB DESCRIPTION

Campus



Job Title: Librarian

Reports to: Principal

Dept./School: Campus

Employment Type: Exempt

Pay Grade: Teacher

Days: 187

Primary Purpose:

Direct the operation of 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:

- Master's degree from accredited college or university (for individuals certified after January 23, 2001)
- Valid Texas librarian or learning resources specialist certificate or endorsement

Special Knowledge/Skills:

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

Experience:

- Two years teaching experience

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

Employment/Employees/Public: DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

Major Responsibilities and Duties:

Instruction

- Provide group instruction and individual guidance to students and other library users to help them locate resources and use research techniques. Serve as an information resource for users of library/media center materials.
- Work with teachers to convey appropriate use of materials and help schedule materials for classroom instructional use. Encourage the appropriate use of video programming and other media for educational purposes.
- Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources.

Library Programs

- Plan and implement an effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
- Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
- Assist teachers in preparation of bibliographies and curriculum guides.
- Develop and maintain up-to-date resource files including instructional program schedules and other community resources
- Use appropriate and effective techniques to encourage community and parent involvement.
- Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.

Student Management

- Carry out student discipline in accordance with board policies and administrative regulations.

Administration

- Compile, budget and cost estimates based on documented program needs.
- Compile, maintain, and file all reports, records, and other documents required.
- Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

Communication

- Use effective communication skills to present information accurately and clearly.

- Establish and maintain a professional and cordial relationship with colleagues, students, parents, and community members.
- Adhere to local, state, and federal guidelines regarding confidentiality.
- Establish and maintain open communication by conducting conferences with students, parents, and other staff members.
- Respond to parent phone calls/messages in a timely manner.

Professional Growth and Development

- Seek and participate in professional development activities to improve instructional effectiveness thereby increasing student achievement.
- Participate collaboratively with colleagues to reflect on one's practices.
- Stay abreast of developments in the profession and display openness to change and innovation.
- Maintain updated record of all professional development activities.
- Keep informed of and comply with state, district, and school regulations and policies.
- Attend and participate in faculty meetings and serve on staff committees as required.

Personal Growth and Work habits

- Participate as an effective team member who contributes to district, department, and content goals.
- Submit all legal documents in a timely manner as required by Federal, State, and District.
- Display proficient levels of technology applications.
- Utilize time wisely for effective management of job responsibilities.
- Meet deadlines to submit lesson plans, progress reports, grades and other documents as required by the campus/district.
- Maintain punctuality in daily work times, appointments, and meetings.
- Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
- Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
- Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).

Supervisory Responsibilities:

- Direct the work of clerical aide(s), student aides, and volunteers.

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instruction equipment
- **Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders
- **Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

- **Environment:** Work inside; work alone; exposure to biological and chemical hazards such as mold and dust
 - **Mental Demands:** Work with frequent interruption; maintain emotional control under stress
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