



Flour Bluff Independent School District Job Description

JOB TITLE: Librarian

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 195 or 211

REPORTS TO: Principal

DATE REVISED: 01/2025

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 involve the library media center in the instructional programs of the school.

QUALIFICATIONS:

- Bachelor's degree
- Librarian or Learning Resources Specialist certification or endorsement.
- Knowledge of library science
- Strong organizational, communications, and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: 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 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. Coordinate the development and maintenance of the community resources file.
7. Maintain schedules for instructional television programs and encourage the use of video programs for educational purposes.
8. Compile budget and cost estimates based upon documented program needs.
9. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents required.
10. Comply with policies established by federal and state law, State Board of Education rule, and the local board in library media services.

ROLE 2: SCHOOL CLIMATE

11. Present for students a positive role model that supports the mission of the school district.
12. Maintain a positive and effective relationship with supervisors.
13. Comply with all district and local campus routines and regulations.
14. Effectively communicate with colleagues, students, and parents.

ROLE 3: SCHOOL IMPROVEMENT

15. Assess and respond to needs related to job responsibilities.
16. Develop and coordinate a continuing evaluation of the library media program and implement changes based on the findings.

ROLE 4: STUDENT MANAGEMENT

17. Create a library media center environment that is conducive to learning and appropriate to the maturity and interests of students.
18. Administer discipline in accordance with board policies and administrative regulations.
19. Interact with students to promote positive attitudes toward the school library.

ROLE 5: PROFESSIONAL GROWTH and DEVELOPMENT

20. Take the initiative to develop needed professional skills appropriate to job assignment.
21. Demonstrate behavior that is professional, ethical, and responsible.

ROLE 6: SCHOOL/COMMUNITY RELATIONS

22. Articulate the district's mission and goals in library media services to the community and solicit its support in realizing the mission.

23. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
24. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
25. Perform other duties as assigned.

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.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.