

ROCKWALL INDEPENDENT SCHOOL DISTRICT

JOB TITLE:	Librarian	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	PAY GRADE:	7/8
SCHOOL:		DATE REVISED:	

PRIMARY PURPOSE:

To maintain the smooth and efficient operation of the learning resource center in a given building. To maintain constructive rapport with students, teachers and parents in order to develop the best learning environment possible to meet the basic goals of the district.

The Library Media Center is administered by a professional who knows and understands the curriculum and who, because of a broad knowledge of learning resources, can assist students and teachers in the selection and use of media, both print and non-print. The Library Media Center specialist participates in curriculum planning and development and is a catalyst for learning in the Media Center and in the classroom. Working with pupils and teachers is recognized as a major responsibility. This is accomplished most effectively in an orderly and well organized environment.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate

Valid Texas librarian or learning resources specialist certificate or endorsement

Special Knowledge/Skills:

Understanding of curriculum planning and development

Proficiency with technology (i.e. computers, auto circulation)

Strong organizational, communication, and interpersonal skills

Experience:

At least three years' successful classroom experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assume responsibility for organizing and circulating library/media materials.
2. Provide leadership in the evaluation, selection, and acquisition of materials and equipment, relying on standard selection tools when previewing is not possible.
3. Understand the budgeting process and spending process to secure adequate resources for the library.

4. Catalog, process, and organize any materials which a school may receive including any audiovisual and multimedia software.
5. Keep systematic records and statistics for reporting purposes, including circulation of materials, inventory of materials and equipment, and budget records.
6. Perform general housekeeping to ensure an organized, orderly atmosphere.
7. Consult and plan with teachers on the appropriate use and convenient scheduling of materials and facilities.
8. Plan activities to stimulate teacher and pupil use of the library facility and materials.
9. Notify users of new materials and services.
10. Make simple repairs on books.
11. Keep the library open before and after school (7:30 - 3:30).
12. Accept teacher responsibility in pupil use of library materials and as a resource person in classroom activities.
13. Assume responsibility for inter-library loan of materials and equipment.
14. Maintain appropriate lines of communication with the district library coordinator.
15. Incorporate district policy and procedures into campus library programs.
16. Prepare a year-end report, retaining a copy for library files and submitting a copy to both the principal and the coordinator of libraries.
17. Work in cooperation with the teacher in giving reading, viewing and listening guidance to students. Effective guidance can best be achieved when the teacher's knowledge of the student and the librarian's knowledge of materials are brought together.
18. Conduct storytelling to primary (K-2) students to develop their reading tastes and interests.
19. Stimulate reading in the upper grades by giving book talks, book-sharing programs, and other activities upon request.
20. Teach library skills appropriate to the ability of the student in classes and on an individual basis. These include:
 - a. library regulations and procedures;
 - b. care and handling of books;
 - c. parts of a book with reference to how each may serve the reader;
 - d. the arrangement of books on the shelves;
 - e. a basic knowledge of the Dewey Decimal classification system;

- f. the use of the card catalog in locating material;
 - g. the use of reference books;
 - h. the use of indexes.
21. Assist teachers in integrating media with instructional assignments.
 22. Assemble reserve collections for in-library use.
 23. Prepare bibliographies of all types of materials.
 24. Establish and maintain a vertical file.
 25. Schedule use of audiovisual equipment for teachers and students.
 26. Schedule use of library for teachers.
 27. Receive and distribute audiovisual materials from Region X Educational Service Center.
 28. Assist teachers and students with technology in library

SUPERVISORY RESPONSIBILITIES:

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

WORKING CONDITIONS:

Mental Demands:

Ability to communicate (verbally and written); ability to instruct; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Climbing, stretching, frequent light lifting of books and 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 _____