



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Librarian Elementary, PK-8 Combo, and Middle School **Salary Block:** Teacher Pay Scale

Reports To: Campus Principal **Terms of Employment:** 197 Days

Exemption Status: Exempt

Primary Purpose:

The primary duty of this position is to provide instructional practices and academic support to the campus through the library program as aligned to the Texas School Library Standards..

Qualifications:

Education/Certification/Requirements:

- Valid School Librarian Certificate (EC-12) or Learning Resources Endorsement Grades (PK-12) or comparable certification recognized by the Texas Administrative Code.
- Temporary/Emergency Certification can be considered as long as the candidate has passed the Texas School Librarian Certification exam and be currently enrolled in an accredited certification program with the ability to be fully certified by the end of the hiring school year.
- Valid Teaching Certificate

Experience:

- Previous library experience (Preferred)
- Two years of creditable classroom teaching experience

Major Responsibilities and Duties:

Instructional and Academic Practices

1. Provides effective instructional strategies in areas of information, digital literacy, inquiry research, reading and technology literacy
2. Offers formal and informal training for staff and the learning community on available resources provided through the library program.
3. Participates in national, state, and/or local reading initiatives and district library programming.
4. Establishes effective utilization of the library by working with individuals, groups, and classes which support the curriculum and school's academic goals

Safe and Nurturing Environment

5. Builds a positive reading culture for students, staff, and community.
6. Implements effective classroom management and organization in a positive learning environment.
7. Maintains safe and flexible environments that are inviting centers for teaching and learning.

Library Media Specialist – Elementary, K-8 Combo, and Middle School

Library Resource Management

8. Selects quality materials based on curriculum, teacher and student needs, interests, and abilities, while maintaining a balanced collection.
9. Utilizes district policy and selection tools and procedures in selecting materials and equipment.
10. Develops and maintains budget information for the library's allocated funds.
11. Keeps systematic records and compiles statistical data so program efficiency can be evaluated.
12. Assist administration with distribution, verification, and collection of student devices.
13. Support campus technology use through basic equipment troubleshooting for student devices and submitting work order requests as needed.

Leadership

14. Develops professionally through professional readings, workshops, committees, and professional development to include regional, state, and national conferences.
15. Develop leadership skills by building positive peer relationships with teachers to improve instructional collaboration.
16. Assists with maintaining the accuracy and relevance of information on the campus homepage, the online calendar, and the library webpages.
17. Provides equitable access to a variety of print and digital resources.
18. Trains, supervises, and evaluates library personnel as appropriate.
19. Plans with administrators, teachers, and students for effective use of library materials and facilities.
20. Establishes and maintains positive relationships with administrators, staff, students and community through effective communication and public relations.

Professionalism

21. Complies with campus, district and state policies and procedures as appropriate.
22. Upholds and adheres to the safety rules and policies of the SISD safety program.
23. Supports the goals and objectives of the school district and follows all district policies.
24. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
25. Performs any other duties assigned by the appropriate supervisor.
26. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

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Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading, ability to communicate effectively (verbal and written), ability to operate computers.

Physical Demands/Environmental Factors: Prolonged use of computer; works with frequent interruptions; moderate standing, stooping, bending, and lifting.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.