



# Longview Independent School District

## JOB DESCRIPTION

### LIBRARIAN

<b>JOB TITLE:</b>	Librarian	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Library Media	<b>PAY GRADE:</b>	Teacher Pay Schedule

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#### 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

#### QUALIFICATIONS:

Bachelor's Degree from an Accredited College or University  
Valid Texas Teaching and Professional Library Certificates  
Minimum of Two Years Successful Teaching Experience  
Excellent Computer Knowledge and Skills

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Participate in staff development and in planning for student achievement
2. Attend required meetings and participate in campus related activities
3. Possess and use excellent communication and interpersonal skills
4. Listen, follow directions, meet the public, and interact positively with others
5. Provide patrons, both students and faculty, with access to the library/media center by planning and scheduling Library/Media Center space; utilization and maintaining an attractive, accepting environment conducive to library use
6. Establish and implement policies and procedures allowing for open circulation of materials and protection of patrons' rights to privacy
7. Develop flexible circulation and utilization policies and procedures for collections and services; promotes use of the LMC through publicity and educational campaigns
8. Participate in the development of the school's CIP



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

9. Submit budget requests and seek funds to support the LMC; plan expenditures and maintain records following defined county procedures
10. Skill in record keeping, budgeting, and expenditure management
11. Effectively train and supervise LMC staff
12. Purchase and maintain a collection that supports school curriculum
13. Provide a fair and balanced collection for the interests of students and staff
14. Supervise student aides and provide accurate grades
15. Maintain a learning environment conducive to teaching and learning
16. Support principal and work cooperatively with staff, parents, and students
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Librarian Evaluation

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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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: Feb., 2017