Harlandale Independent School District
Elementary Librarian Pool (692)

Job Details
Title
Elementary Librarian Pool
Posting ID
692

Description
Librarian
Exemption Status/Test: Exempt/Professional
Reports to: Principal
Dept./School: Assigned Campus(es)

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 in library and information science from accredited college or university (for individuals
certified after January 23, 2001)
Valid Texas school librarian certificate or endorsement

Special Knowledge/Skills:
Ability to instruct and manage student behavior
Strong organizational, communication, and interpersonal skills

Experience:
3 years experience in public school setting

Major Responsibilities and Duties:
Instruction

1. 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 print
and digital library/media center materials.
2. 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 print
and digital media for educational purposes.
3. Design, develop, and present staff development for teachers on the availability and use of campus
and district learning resources.

Library Programs

4. 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.
5. Make recommendations for acquisitions and manage the processing, organizing, distribution,
maintenance, and inventory of library/media resources.
7. Develop and maintain up-to-date resource files including instructional program schedules and other
community resources.
8. Use appropriate and effective techniques to encourage community and parent involvement.
9. Develop and coordinate a continuing evaluation of the library/media center program and make
changes based on the findings.
Student Management

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

Administration

11. Compile, budget and cost estimates based on documented program needs.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
14. Follow district safety protocols and emergency procedures.

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

Terms of Employment:

Salary: Teacher Salary Schedule
Minimum Work Days: 187 + 5 additional days
Shift Type
Full-Time
Salary Range
$56,400.00 - $69,756.00 / Per Year
Location
Multi-Location
Applications Accepted
Start Date
09/23/2022