

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Job Description/Evaluation



Date: [REDACTED]
Employee Name: [REDACTED]
Employee ID #: [REDACTED]
Campus: [REDACTED]
Title: School Librarian
FLSA Status: Exempt
Date Revised: 8/25/2022
Pay Grade: Teacher Base Scheduled Salary - 196 days
Contract Type: Chapter 21
Reports To: Campus Principal
(This position is categorized as contractual under the BISD Board Adopted Employment Policy DCB Legal)

RESPONSIBILITY: The role of the School Librarian is to provide a well organized, smoothly functioning library environment, maintained in a manner consistent with Board Policy and consistent with statutes and standards of regulatory agencies. Librarians are an integral part of instructional teams who collaborate with teachers on curriculum design and delivery.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to satisfactorily perform each essential function as listed in the evaluation portion of this document. The requirements listed below are representative of the knowledge skill, and/or ability required to perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREREQUISITES:

- * Bachelor's Degree;
- * Valid Texas Teacher Secondary Certificate
- * Two (2) years of teaching experience;
- * School Librarian Certificate; Learning Resource Specialist Certificate; Learning Resource Endorsement; or Emergency Certification (one year certification that allows someone to serve as a school librarian while completing certification requirements. Minimum requirement for application include teacher certification, completion of 12 hours in the certification sequence, and a deficiency plan.)

PREFERRED:

- * Master's Degree;
- * Familiarity with on-line circulation/catalog systems.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Possesses minimum computer knowledge. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Some driving and travel is required.

WORK ENVIRONMENT: The work environment characteristics described here are representative for those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

COMMENTS

This document describes the various responsibilities and competencies expected of the School Librarian. It is also designed to serve as an evaluation form. When used for this purpose, the evaluator will input a number in the scale to the right of each statement. An overall performance rating scaled from 4-1, as shown below, will be utilized. You must justify in the comments section for rating 1,2 or 4.

Performance shall be evaluated as follows:

- | | |
|-------------------------------|--|
| 4 Exceeds Expectations: (Yes) | If performance <u>excels</u> in some major areas |
| 3 Meets Expectations: (Yes) | If the performance <u>meets</u> expectations |
| 2 Below Expectations: (NI) | If the performance <u>needs improvement</u> in some major areas |
| 1 Unsatisfactory: (No) | If the performance is <u>clearly not acceptable</u> in some major areas. |

Performance Responsibilities: Each performance responsibility area shown below may be utilized in evaluating the performance of the individual within the responsibility area.

			1.0 INSTRUCTIONAL MANAGEMENT - LITERACY / DIGITAL LEARNING
Y	NI	N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1-The Library program has a mission, vision, goals, objectives and a strategic plan which is in alignment with campus, district and statewide plans with sound policies and procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.2 Uses professionally approved selection tools when selecting print and non-print resources. Offers informational literacy instruction that enables students to efficiently locate, evaluate, ethically use and clearly communicate information in various formats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3 Maintains a current and balanced collection of resources in a variety of formats (including books, periodicals, audio/visual/ digital resources) appropriate for grade levels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4 Assists the faculty with the collection of a variety of available materials and information for units of study suited for learners to explore real world problems by interacting with relevant information in a variety of formats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5 Plans with directors and teachers purposeful professional development opportunities that promote best reading practices utilizing technology for inquiry, individually or in-groups, a systematic program of library skills instruction for the effective use of library materials and facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.6 Plans and collaborates (including co-teaching, co-creating and co-assessing lessons) with teachers for the correlation of library skills with classroom instruction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.7 Provides group and individual guidance in the use of technology applications, reference tools and research techniques with the objective of developing competent, independent library users that can discover, create, analyze and present information to other students, teachers and community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.8 Teaches library skills and an appreciation of literature by encouraging students to read a variety of literature for information and pleasure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.9 Serves as a catalyst in the instructional program by serving as a resource specialist for teachers and students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.10 Encourages students to use digital intellectual properly, responsibly, make responsible online decisions and use positive digital citizenship practices.
COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:			Overall Rating

			2.0 SCHOOL/ORGANIZATIONAL CLIMATE
Y	NI	N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Organizes and utilizes a variety of engaging technology tools including but not limited to instructional software, platforms and technology equipment that demonstrate learning in measureable way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2 Maintains an accurate computer catalog system for library resources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.3 Supervises the timely processing of materials, using standard library practices.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.4 Demonstrates clarity and correctness in written and oral expression.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.5 Uses flexible scheduling (before and after school, during lunch and between classes) to meet the needs of students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.6 Publicizes services of the library and encourages use of its resources by promoting library activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.7 Provides exhibits and/or displays reflecting changing themes that instruct or encourage use of library materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.8 Arranges materials, equipment, and furnishings for optimum and diverse use by students and faculty.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.9 Maintains a library which is easily accessible, physically attractive and orderly.
COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:			Overall Rating

			3.0 SCHOOL/ORGANIZATIONAL IMPROVEMENT
Y	NI	N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 Solicits and uses educator/student input when selecting print and non-print resources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2 Informs staff and students of new additions to the collection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3 Creates enthusiasm for books through reading motivation activities such as book talks, book reviews, reading aloud and displays.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4 Keeps the principal informed with respect to library needs.

- 3.5 Accepts responsibility for committee and/or school related assignments in a positive and efficient manner.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

4.0 PERSONNEL MANAGEMENT

- Y NI N
- 4.1 Trains and supervises library aides, volunteers and/or teacher aides in daily operations of the library in order to receive maximum benefit from their time.
- 4.2 Confers regularly with assigned staff to discuss performance and to jointly develop improvement.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

5.0 ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

- Y NI N
- 5.1 Compiles and correctly prepares requisitions for books, library supplies, and other materials.
- 5.2 Expends budget allocations within established time line.
- 5.3 Maintains on-going records that reflect encumbrances, expenditures and balances for the current year.
- 5.4 Completes and submits required paperwork accurately and on time.
- 5.5 Maintains systematic records and data to document program efficiency and collection and facility usage for the purpose of program evaluation.
- 5.6 Schedules and circulates audiovisual equipment.
- 5.7 Provides for the timely repair and maintenance of audiovisual equipment.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

6.0 STUDENT MANAGEMENT / SAFE AND NUTURING ENVIRONMENT

- Y NI N
- 6.1 Supports district and campus rules for conduct. Promotes an orderly atmosphere and a noise level conducive to student learning.
- 6.2 Creates an environment in which the students follow accepted standards of behavior which are conducive to learning.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

7.0 SCHOOL/COMMUNITY RELATIONS

- Y NI N
- 7.1 Demonstrates cooperativeness and flexibility in working with the school and community that cultivates a sense of unity and respect among all.
- 7.2 Involves students, parents, and community members in serving the library as volunteers or readers in an effort to positively impact student achievement, digital literacy, and school culture.
- 7.3 Demonstrates a commitment to the mission of the district as it is communicated to the public.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

8.0 PROFESSIONAL GROWTH AND DEVELOPMENT

- Y NI N
- 8.1 Prepares and presents reports if requested by the Board and/or Superintendent.
- 8.2 Attends Board Meetings and participates effectively as requested.

- 8.3 Prepares various types of reports applicable to position.
- 8.4 Exhibits skills in planning, organizing, and directing various activities.
- 8.5 Maintains knowledge of current practices and trends relative to school business management by reading current literature, attending meetings, seminars, etc.
- 8.6 Demonstrates ability to effectively communicate both in oral and written manner.
- 8.7 Exhibits maturity and emotional control.
- 8.8 Exhibits punctuality and dependability in attending meetings, reading communication documents.
- 8.9 Communicates effectively with people.
- 8.10 Displays initiative.
- 8.11 Accepts and performs additional school-related assignments in a positive and efficient manner.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

OVERALL PERFORMANCE RATING = SUMS OF EACH CRITERIA DIVIDED BY THE NUMBER OF DESCRIPTORS PER CRITERIA.

DOMAINS 1-8

Criteria Descriptors	$\frac{1.0}{9}$	+	$\frac{2.0}{9}$	+	$\frac{3.0}{5}$	+	$\frac{4.0}{2}$	+	$\frac{5.0}{7}$	+	$\frac{6.0}{2}$	+	$\frac{7.0}{3}$	+	$\frac{8.0}{11}$
Total Criteria Sum Descriptors	0	+	0	+	0	+	0	+	0	+	0	+	0	+	0
Performance Average (by criteria)	0.00	+	0.00	+	0.00	+	0.00	+	0.00	+	0.00	+	0.00	+	0.00

OVERALL PERFORMANCE RATING = **0** (is the sum of performance averages)

Total Rating Range	Performance
28 - 32	Exceeds Expectations
20 - 27	Meets Expectations
12 - 19	Below Expectations
1 - 11	Unsatisfactory

EVALUATOR'S COMMENTS:

DIRECTOR'S NAME

DIRECTOR'S SIGNATURE

DATE

"The results of the appraisal of administrators shall be used for staff development purposes and may be used for contract renewal considerations." TAC 149.41(b)

When this document is used for evaluative purposes, the person being evaluated should review its contents with the evaluator and sign the verifying statement below.

I have reviewed this document as it applies to an evaluation of me and my signature below verifies my knowledge of this evaluation.

EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE