



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Librarian

Exemption Status: Exempt

Reports to: Principal

Pay Grade: Teacher Salary

Works with: Students/Personnel

Days: 187

Dept. /School: Assigned Campus

Date Revised: 08/09/2017

Primary Purpose:

To provide an enriched library facility with a side variety of materials for students at assigned campus and to encourage and assist students in using library sources.

Prerequisites:

- Master's degree from an accredited university;
- School Librarian Certificate, Learning Resource Specialist Certificate; or Learning Resource Endorsement; and
- Two (2) years of teaching experience.

Special Knowledge/Skills:

- Knowledge and experience in learning resource centers for public schools

Major Responsibilities and Duties:

1. Keeps informed of and complies with all state and district public education regulations and policies concerning school libraries.
2. Complies with all accreditation standards for school library services.
3. Provides relevant, meaningful instruction based on multiple resources.
4. Applies an information problem-solving process to curriculum-related learning objectives.
5. Encourages and provides opportunities for collaborative planning and teaching by librarians and teachers.
6. Stimulates students to be active and independent learners.
7. Provides education, training and guidance to students and staff in the use of technology.
8. Encourages the production of appropriate products, including multimedia presentations.
9. Works with individuals and groups as determined by student need.

Librarian Continued...

10. Keeps teachers and students informed of new materials.
11. Develops long and short range plans for a library program to maximize student development.
12. Evaluates the effectiveness of the library program on a regular basis.
13. Supervises library operations during scheduled hours.
14. Provides training to students in the use of catalog systems and reference materials.
15. Develops and maintains a balanced collection based on a core collection, curriculum and user needs, proportionate to student population and special programs and reflects a diverse community.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document 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.

Employee Signature:

Date

Administrator Signature:

Date