

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Librarian	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Campus Principal	<b>Pay Range:</b>	830
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	3/31/2002

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**Primary Purpose:**

Administer a dynamic and functional library media center and program. Develop independent, literate users of ideas and information.

**Qualifications:**

**Education/Certification:**

Master's degree from an accredited institution of higher learning

Valid Texas teaching certificate with required endorsements or training

Valid Texas school librarian certification

**Special Knowledge/Skills:**

Familiarity with all aspects of library and information sciences

Proficient in working with media/computer technologies

Possess strong organizational, communication, public relations and interpersonal skills

**Experience:**

Two years classroom teaching experience in a public or accredited private school

**Major Responsibilities and Duties:**

Provide educational resources in a variety of formats to support and extend the curriculum of the school and to meet individual student needs

Collaborate with teachers to plan and provide Library Media Center activities and instruction in information literacy within the context of content curriculum

Provide library activities, which extend and enrich the curriculum and which encourage independent, life-long learning

Acquire materials not available in the campus Library Media Center through inter-library loan as needed for students and teachers

Schedule the use of the library facility, resources, and personnel to provide optimal library experiences for students through flexible access

Preview new books and other instructional media for recommendation for purchase by the district

**Job Title:** Librarian

- Organize materials and equipment for easy accessibility and use
- Schedule and circulate needed equipment or resources
- Promote care and maintenance of all Library Media Center equipment and resources
- Prepare budget requests, administer library budgets, and maintain appropriate records
- Promote ethical behavior in the use of district technology and information sources as demonstrated through responsible actions by students and staff
- Use publicity, motivational activities, and exhibits/displays to promote an atmosphere conducive to learning
- Deal sensitively and fairly with all persons
- Secure and maintain a balanced collection, which supports the basic school program
- Ensure that teachers and students can access learning resources in a timely, efficient manner
- Inform teachers of new resources and equipment and facilitates their use
- Incorporate district policies and procedures into the campus library media center
- Support and encourage the implementation of plans for improved student behavior that reflects enhanced opportunities for learning
- Incorporate district and campus policies and procedures into the campus Library Media Center
- Comply with all District requirements concerning continuing staff development
- Utilize information and insights gained in professional development programs for self-improvement
- Strive to improve leadership skills through self-initiated professional development activities
- Demonstrate behavior that is professional, ethical, and responsible
- Encourage and promote parental, student and community involvement in the Library Media Center program
- Demonstrate awareness of school/community needs and initiates activities to meet those identified needs
- Project a positive image to the community through communication, involvement, and personal conduct
- Follow all rules, regulations, and policies of Plano ISD and follow direction from supervisor
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

**Working Conditions:****Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

**Job Title:** Librarian

**Physical Demands/Environmental Factors:**

District wide and / or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 3/31/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_