

**PLANO INDEPENDENT SCHOOL DISTRICT**

**Job Description**

<b>Job Title:</b>	Library Specialist	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director Learning Media Services	<b>Pay Range:</b>	830
<b>Dept./School:</b>	Technology/Learning Media Services	<b>Date Revised:</b>	9/13/2022

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**Primary Purpose:**

Develop instructional, operational, technological, and leadership capacity among school librarians while collaborating with district staff to facilitate efficient and effective library programs that positively impact student achievement through the integration of skills in critical thinking, information literacy, and digital citizenship.

**Qualifications:**

**Education/Certification:**

- Master's degree in Library Science, Information Science, or Library and Information Science
- Texas School Librarian Certification or Learning Resources Endorsement
- Valid Texas Teacher Certificate

**Special Knowledge/Skills:**

- Extensive knowledge of instructional design, technology integration, synchronous and asynchronous professional learning development and implementation, and all aspects of school librarianship
- Working knowledge of curriculum development and library standards alignment (American Association of School Librarians, Texas School Library Programs: Standards & Guidelines, Texas Essential Knowledge & Skills, International Society for Technology in Education)
- Strong organizational, written, verbal, and interpersonal communication skills
- Ability to work in a team environment, maintain composure under stress, handle frequent interruptions, and maintain confidentiality
- Skilled in coaching adult learners and fostering growth mindsets
- Ability to learn independently through self-directed means, think critically, solve problems, and take initiative

**Experience:**

- 5+ years successful public school librarian experience
- 3+ years successful public school classroom teaching experience preferred

**Major Responsibilities and Duties:**

Build instructional capacity among librarians, including but not limited to designing (and/or collaborating with teachers to design) engaging lessons that integrate information literacy, media literacy, digital citizenship, and critical thinking skills within the context of the district curriculum

**Job Title:** Library Specialist

Build operational capacity among librarians, including but not limited to effective budgeting, procurement, circulation, administration, reporting, collection development, resource curation, marketing, data driven decision making, and continuous improvement efforts

Build leadership capacity among librarians, including but not limited to building collaborative instructional partnerships, working effectively with Professional Learning Communities, aligning programs with district initiatives and goals, and providing synchronous and asynchronous Professional Learning to staff in face-to-face and digital forms

Build technological capacity among librarians, including but not limited to effective and student-focused technology integration, keeping abreast of trends in new and emerging instructional and library technologies, automation module utilization, virtual services, marketing, and developing transferable skill sets

Provide coaching, mentorship, and training to librarians through scheduled and unscheduled visits, professional learning, documentation, and a robust internal website

Leverage social media and the district library website to promote library services and resources

Serve as a site and/or field supervisor for practicum students

Work collaboratively with Finance, Academic Services, Facilities, and campuses on library related processes, finances, resources, and facilities as needed

Facilitate and/or monitor book order development and procurement as needed

Participate in departmental continuous improvement efforts and assist the director in the successful implementation of departmental and district initiatives

Take the initiative to develop professional skills appropriate to job assignments, specifically in the areas of librarianship, technology, and coaching

Demonstrate behavior that is professional, ethical, and responsible and be a role model for all district staff and students

Follow all rules, regulations, and policies of Plano ISD and follow directives 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); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

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 25 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. N. McBee, Coordinator Compensation **Date:** 9/13/2022

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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:** \_\_\_\_\_