

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Librarian or Library Media Teacher (Elementary)		Assigned Campus(es)	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Teacher	Based on Experience	193	Exempt	April 2025

Primary Purpose:

Supervise and manage the school library. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as a teacher, materials expert, and curriculum adviser to ensure that the library is involved in instructional programs of the school. Manage campus technology for students and staff.

Qualification Guidelines:

Education/Certifications:

Bachelor's degree from accredited university in Education or similar field

Valid Texas Teacher certificate

Valid Texas Librarian, Learning Resources Specialist certificate or endorsement (or willingness to become certified*)

**interested applicants not yet meeting these requirements must:*

-obtain an SBEC certificate within 3 years of hire date that allows for employment as a Librarian (19 TAC chapter 231)

Experience:

Three years' teaching experience

Two years' experience in library/media center in public school setting (preferred)

Special Knowledge/Skills/Abilities:

Knowledge of library science

Knowledge of strategies to promote reading and improve literacy skills

Knowledge of digital learning strategies

Ability to instruct and manage student behavior

Ability to oversee library & student aides, where applicable

Strong organizational, communication, and interpersonal skills

Supervisory Responsibilities:

Library Aide at each campus assigned

Mental/Physical/Environmental Demands:

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

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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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; occasional districtwide travel

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

Major Responsibilities and Duties:

1. Provide opportunities for students, staff, and parents to participate actively and successfully in information literacy activities and digital learning.
2. Promote a lifelong love of reading through literacy-based instruction and reading incentive programs.
3. Promote an atmosphere which is conducive to learning through motivational activities, video, exhibits/displays, and online communication tools.
4. Demonstrates best practices in collection development in order to create and maintain an age-appropriate library collection.
5. Maintain a supportive and engaging learning environment and promote physical and virtual use of information resources by students, staff, and parents.
6. Provide assistance for staff members on the integration of information resources and digital learning into the instructional program.
7. Develop and implement policies, procedures, and service patterns that provide maximum access to campus-based information resources and virtual information resources.
8. Provide a wide range and variety of learning resources that meet the specific goals and objectives of the instructional program and the changing needs and interest of students and staff.
9. Process and arrange resources for optimum access according to standard practices.
10. Prepare reports and maintain program-related records as required.
11. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
12. Use a variety of communication tools to inform the school and community of upcoming activities.
13. Model lifelong learning through self-initiated professional development activities.
14. Strive to stay abreast of new digital learning and related information resources.
15. Strive to enhance leadership skills.
16. Utilize information and insights gained in professional development programs for self-improvement.
17. Disseminate ideas and information to other professionals; provide leadership in addressing the challenges facing the profession using technology.
18. Promote the use and integration of technology, telecommunications and information systems to

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- enrich the curriculum and enhance learning and teaching.
19. Maintain library checkout system, textbook system, and technology equipment system.
 20. Complete and manage inventory of campus library, federal programs and technology resources.
 21. Manage information resources and technologies to provide equitable access.
 22. Manage student technology access and troubleshooting for campus one-to-one programs.
 23. Oversee Library Aide.
 24. Conduct oneself in a professional, ethical, and responsible manner.
 25. Comply with all federal, state laws and district policies.
 26. Perform other duties as assigned.

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