

Job Posting Information - 727 - Librarian HS/MS



Posting ID: 727
 Role: Librarian HS/MS
 Organization: 001 - La Grange High School
 Posting Opens: 03-01-2019
 Posting Closes: Open Until Filled

Qualifications:

- Master's degree from accredited college or university
- Valid Texas librarian or learning resources specialist certificate of endorsement
- Knowledge of Library Science
- Ability to instruct and manage student behavior
- Strong organizational, communication, and interpersonal skills

Responsibilities:

- Provide group instruction and individual guidance to students to help them locate resources and use research techniques
- Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction
- Serve as information resource for users of library/media materials
- Plan school library program to meet identified needs
- Maintain equipment schedules
- Create a library/media center environment conducive to learning and appropriate to the maturity level and interests of students
- Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources
- Compile budget and cost estimates based on program needs
- Comply with federal and state laws, State Board of Education Rule, and Board Policy in the library/media services area
- Comply with all district and campus routines and regulations
- Develop and coordinate a continuing evaluation of the library/media center program and make changes as needed
- Supervise clerical aide(s), student aides, and volunteers

Misc Information:

- Supervise and manage the school library/media center
- Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems
- Ensure that Library/Media Center is involved in instruction programs of the school
- This position is for the CURRENT school year and the 2019-2020 school year

Salary: Days: Minimum 187
 La Grange ISD Teacher [Hiring](#) Schedule

Contact Information:
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 Principal
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