

Fort Worth Independent School District

# Job Description

<b>Posting Duration</b>	Open Year Round
<b>Title</b>	<u>Librarian Pool - Library Media Services (0809-AP-011)</u>
<b>Building/Campus</b>	Library Media Services
<b>Job File Number</b>	0809-AP-011
<b>Duty Days</b>	
<b>Salary: From</b>	
<b>Salary: To</b>	
<b>Job Duties</b>	<ul style="list-style-type: none"><li>· Serve as a catalyst in the instructional program by acting as a resource specialist for teachers and students.</li><li>· Plan and execute, in cooperation with teachers, library media center activities and information skills instruction for students.</li><li>· Coordinate selection and purchase of library materials to support the curriculum and needs of students and staff.</li><li>· Administer library related budgets effectively and efficiently by maintaining accurate records that reflect the content and use of the library.</li><li>· Provide an accurate, efficient retrieval system for materials in the library's collection.</li><li>· Educate teachers in the use of audio-visual equipment and multimedia equipment and materials.</li><li>· Participate in technology planning, execution, and integration into the curriculum.</li><li>· Communicate the library program to staff, students, and community as well as coordinate the use of community information resources.</li><li>· Maintain all equipment in safe and effective working condition.</li><li>· Perform other job related duties as assigned.</li></ul>
<b>Job Qualifications</b>	<ul style="list-style-type: none"><li>· Master's degree, Valid Texas teacher certificate, and Valid Texas school librarian certificate.</li><li>· As an alternate, individuals may apply if they are eligible for or currently possess the appropriate emergency permit.</li><li>· Two years classroom experience in a public or private accredited school.</li><li>· Ability to operate a computer and other media devices.</li><li>· Excellent organizational skills.</li><li>· Excellent oral and written communication skills.</li></ul>
<b>Application Requirements</b>	<p>Complete on-line application.</p> <p>Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.</p> <p><a href="#">(Click here for equivocation list)</a></p>
<b>Additional Job Information</b>	PAY GRADE: P02