



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

LEARNING RESOURCES SPECIALIST (LIBRARIAN)

REMINDER: All persons wishing to be considered for this position in school year 2010-2011 should make application at this time.

- Qualifications:**
1. Master's degree or higher from a recognized accredited college or university;
 2. Minimum of two (2) years of successful experience as a classroom teacher;
 3. A valid Texas Learning Resources Specialist certificate, Learning Resources endorsements, Professional Library Learning Resources Specialist certification, or School Librarian certificate;
 4. Visionary leadership in learning resources and instructional support to work with faculties, students, families and communities.

Terms of employment: Probationary/Term Contract: 188 days

Salary: Salary Range (based on experience) as set by the Board of Trustees for the school year 2009-2010
Pay Grade Administrative/Professional (AP) 110

Minimum	Midpoint	Maximum
\$39,832	\$48,577	\$57,321

Inquiries should be made to: Jessica Hughes
Coordinator/Libraries
Phone: 281-897-4142
e-mail: jessica.hughes@cfisd.net

Applications accepted online. For information: Human Resources
10300 Jones Road, Suite 238
Houston, Texas 77065
Phone: 281-517-2680 Fax: 281-517-2826
e-mail: patricia.eaves@cfisd.net

[Apply online](#)
Category: 5- Professional/Administrative (Job#5198)

Deadline for application: Until filled
Learningresspec10

JOB TITLE: LEARNING RESOURCES SPECIALIST (LIBRARIAN)

REPORTS TO: Principal and Library Coordinator

ESSENTIAL FUNCTIONS:

Administrative Leadership

1. Works cooperatively with other library media specialists in the district to assure a cohesive K-12 Media program.
2. Operates and supervises the library media center.
3. Prepares, administers, and maintains accurate records related to the library media center budget.
4. Evaluates, selects and orders new instructional materials, software, audio-visual equipment, and furniture for the library media center.
5. Provides reference service.
6. Maintains a comprehensive and efficient system for cataloging all print and non-print materials.
7. Maintains an efficient system for circulation, retrieval, maintenance and storage of hardware, software, and audio-visual equipment.
8. Trains and supervises all library media staff and volunteers in the performance of their duties.
9. Arranges for inter-library loan of materials for both teachers and students.
10. Schedules the use of the library media center for maximum accessibility to materials, equipment, computers, and services, including extended hours as needed.
11. Weeds obsolete and worn materials from the collection.
12. Coordinates the services of the school library through partnerships with public, regional, and state libraries.
13. Maintains accurate records of the library media center's holdings and determines statistics needed.
14. Creates an appropriate climate in the library media center that reflects the philosophy of the school and district.
15. Participates actively in educational library organizations, and attends meetings of other educational and professional groups.
16. Remains current in children's, young adult, and adult literature, as well as professional resources.
17. Supports and enforces the district's acceptable use policy and guidelines for Internet use.

Teaching

1. Provides orientation programs.
2. Provides formal instruction in the use of the library media center materials as part of planned curricular assignments.
3. Provides individual instruction on the use of the library media center.
4. Provides book talks and reading incentives for stimulation and motivation in reading.
5. Provides staff development programs for faculty and promotes the use of the campus and district professional collections.
6. Assists students in the selection of appropriate library materials.
7. Teaches research skills and inquiry methods to students and teachers.

Collaboration

1. Works cooperatively with teachers on the selection of new instructional materials.
2. Works with individual teachers and administrators in planning the use of the library media center facilities and services.
3. Collaborates with administration, teaching teams, department chairs, and grade level groups for effective use of library services and resources.
4. Contributes to overall curriculum planning in the school through participation on curriculum planning committees.
5. Consults with individual teachers regarding selection and use of materials, equipment, and curriculum-based links to carry out teaching objectives.
6. Collaborates on the production of instructional materials utilizing current technologies.
7. Assists administrators, teachers, and students individually in technology use, troubleshooting problems as needed.

Public Relations

1. Keeps principal, staff, and parents informed of library media center program goals, objectives and resources through newsletters and other means of communication.
2. Schedules authors, illustrators, and/or storytellers to enrich students' literary experiences.
3. Maintains a positive climate in the library through multiple means, which includes displays, bulletin boards, exhibits, personal interactions, etc.
4. Conducts book fairs when appropriate.