



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

REQUISITION NUMBER: 21009112-1
REPOSTED

JOB ANNOUNCEMENT LIBRARIAN Cable Elementary School Closing Date: JANUARY 21, 2010

****Those who have previously applied will remain under consideration****

JOB DESCRIPTION

Under the supervision of the Principal, the Librarian is responsible for providing instruction and assistance in using library materials, selecting materials for purchase, and maintaining orderly records and supervising the circulation of materials.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Master's Degree
- Computer knowledge required
- Two (2) years classroom teaching experience preferred
- Two (2) years classroom or school librarian experience required
- Bilingual in English and Spanish (preferred)
- And one of the following certificates:
 - Learning Resource Specialist Certificate or Learning Resource Endorsement
 - Provisional or Professional Librarian Certificate
 - School Librarian Certificate
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Select, order and maintain library materials to support the campus curriculum.
2. Operate the online catalog/circulation system.
3. Collaborate with faculty in lesson-planning and the incorporation of library skills into the curriculum.
4. Provide instruction in library skills.
5. Promote reading.
6. Supervise instructional assistants.
7. Perform other duties as assigned.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Climbing, stretching, frequent light lifting of books, boxes.

TERMS OF EMPLOYMENT

SALARY: Teacher Salary

WORK DAYS: 187

TYPE OF ASSIGNMENT: Full-Time, Exempt

Only those persons who meet the minimum qualifications as posted should apply for this position. The online application must be completed for consideration and should include any attachments required for employment consideration. Attachments include, but are not limited to: transcripts, teaching or other certificates, resumes and letters of recommendation.

New Applicants: Click on the link below to apply.

Returning Applicants: Applicants who applied prior to January 1, 2010, must re-apply for any position for which you want to be considered. Applicants who applied after January 1, 2010, who want to apply for another posted position must complete the application associated with that job posting.

Current Employees: Current NISD employees who want to apply for a new position must complete a new application for each job posting for which they want to be considered.

[Click here to apply](#)

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