



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

**JOB POSTING NUMBER: P1009112**

### **JOB ANNOUNCEMENT**

### **LIBRARIAN**

### **Cable Elementary School**

**Closing Date: November 16, 2009**

#### **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

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at [www.nisd.net/hr](http://www.nisd.net/hr), and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department  
5617 Grissom Road  
San Antonio, Texas 78238  
(210) 397-8600

FOR HR USE ONLY  
PCN: P6C1C220 00021

*Northside ISD is an Equal Opportunity Employer*

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