**SBISD Summer School – Secondary Employment Information**

**Librarian**

**Major Functions and Responsibilities:** The person in this position is responsible for

providing leadership and management of the summer school library facility and resources

during the summer school session. The librarian reports directly to the summer school

Administrative Team.

**Examples of Key Duties**

• Establish and maintain a friendly and supportive environment in which to learn

• Collaborate with summer school teachers to provide curriculum support or to co-teach

• Provide instruction to students and faculty on searching strategies

• Provide knowledge and expertise as a resource person for students and faculty

• Manage the library on a flexible basis so that classes may access materials when needed

• Circulate print and non-print library materials to students and faculty

• Support the maintenance of the classroom equipment, including replacement of overhead

lamps

• Help troubleshoot computers, printers, televisions and other equipment and submit KACE requests as needed

• Manage all circulated resources so that they are available for the students’ return in the fall

(distribute overdue reminders, collect money for lost materials, etc…)

• Perform other related duties as requested

**Qualifications**

• School Librarian Certificate from an accredited library school is required.

• Master of Library Science Degree from an ALA accredited library school is preferred.

• Previous school library experience is required.

• Previous classroom teaching or school library experience at grade level is preferred.

• Ability to communicate and work well with students and adults is mandatory.

**Terms of Employment: 21 days**

**In-service Dates:** June 7th

**Program Dates:** Session I: June 11th – June 26th

Session II: June 27th – July 17th (No School on 7/4 or 7/5)

Monday – Thursday: 7:30 – 3:00

**Daily Rate:** $187.50 per day

**FLSA Status**: Exempt

**Procedure for Application:** Complete the online application

**Deadline for Application:** May 1st, 2018