



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

Posting

(Vacancy Announcement)

- Position Title:** Librarian
- Posting Date:** August 30, 2011
- Deadline:** Until Filled
- Location:** DeQueen Elementary School
Memorial High School 9th Grade Academy
- Salary Range:** \$43,250- \$58,776
- Length of Work Year:** 187 days
- Education** (Certification/License): Master's degree from accredited college or university.
Valid Texas librarian or learning resources specialist certificate or endorsement.
- Experience:** Two years experience in library/media center in public school setting.
- Special Knowledge/Skills:**
- Knowledge of library science.
 - Ability to instruct and manage student behavior.
 - Strong organizational, communication, and interpersonal skills.
 - Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
 - Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction.
 - Serve as information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of campus and district learning resources.
 - Effectively plan school library program to meet identified needs.
 - Assist in preparation of bibliographies and curriculum guides.
 - Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.
 - Coordinate development and maintenance of community resource file.
 - Maintain schedules for instructional television programs and encourage use of video programs for educational purposes.
 - Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
 - Use appropriate and effective techniques to encourage community and parent involvement.
 - Carry out discipline in accordance with board policies and administrative regulations.
 - Interact with students to promote positive attitudes toward school library.
 - Compile, budget and cost estimates based on documented program needs.
 - Compile, maintain, and file all physical and computerized reports, records, and other documents required.
 - Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
 - Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
 - Comply with all district and campus routines and regulations.
 - Maintain a positive and effective relationship with supervisors.
 - Communicate effectively with colleagues, students, and parents.
 - Supervisory Responsibilities: Supervise clerical aide(s), student aides, and volunteers.
 - Mental Demands/Physical Demands/Environmental Factors: Maintain emotional control under stress. Climbing, stretching, frequent light lifting of

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org



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books, boxes.

- Perform other duties and functions as assigned by the Principal.

Application Procedures:

District Employees:

Letter of Interest and updated résumé.

Contact Person: Jimmy Wyble

Non District Applicants:

1. Letter of Interest for each position.
2. Current résumé.
3. Completed application.
4. Copy of transcript(s).
5. Criminal record release.

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