



Diocese of Fort Worth Position Description

Position: LIBRARIAN
Date Revised: May 28, 2019
Reports to: Principal
Location: Holy Trinity Catholic School
3750 William D. Tate Ave.
Grapevine, TX. 76051
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The Librarian fulfills the mission of the Catholic school by planning, guiding, and evaluating the effectiveness of the school library and media center. The Librarian provides the appropriate learning atmosphere and activities designed to support the school's instructional program. The Librarian has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

Principal Accountabilities:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Communicates effectively with students, parents, and other professionals
- Encourages the use of the library by faculty and students
- Follows school policies in selecting materials
- Organizes and supervises the circulation of library materials
- Provides library services and materials to meet the needs of teachers and students
- Establishes library policies and procedures
- Selects and orders books, periodicals, audiovisual hardware and software, and materials for professional collection with approval of the principal
- Maintains library records, statistics, and database
- Weeds the materials collection
- Selects the materials for rebinding and repair
- Insures volume number and references are in compliance with accreditation standards
- Supervises shelf reading, takes inventory, and keeps the library in order
- Provides an opportunity for teacher and student participation in the selection of library materials



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- Demonstrates professionalism in conduct, demeanor, and work habits
- Collaborates with peers to enhance the work environment and support instructional planning
- Conferences with parents upon request and responds to messages in a timely manner
- Demonstrates a willingness to respond to individual learning needs
- Prepares publicity, displays, and bulletin board materials
- Cooperates with H.S.A. local book fair and other fundraising activities related to the library

Classroom responsibilities

- Plan and conduct weekly lessons for students in grades PK – 7
- Plan and produce special programs, such as Bingo for Books
- Plan and administer special reading incentive programs, such as the Six Flags Reading Program
- Put up appropriate bulletin board outside of the library on a regular basis
- Set up pertinent book displays in the library as needed
- As needed, cover another teacher's classroom
- Supervise lunchroom; do recess duty and morning and/or afternoon carline as scheduled.

Circulation responsibilities

- Create and maintain student and faculty library cards
- Check books out and in
- Send out overdue notices to get overdue books back
- Bill parents for lost or damaged books
- In absence of volunteers, re-shelve books
- Compile monthly statistics

Collection Development

- Read and review sources on a regular basis to learn about new books
- As able, select new books and compile order
- Evaluate donated books for addition to collection
- Acknowledge donated books with thank you letter
- Evaluate condition of books to determine which need to be mended, replaced, or withdrawn
- Evaluate collection to determine which books are no longer needed in the collection
- Maintain professional collection

Catalog Maintenance

- Catalog and process new books, DVDs and other materials

Volunteers

- Recruit and train adult library volunteers
- Send out monthly volunteer schedule
- Keep track of how many hours adults volunteer each month

Teacher Collaboration and Assistance

- At the beginning of the year, send out newsletter explaining library operation and assistance available to teachers
- Select and deliver materials as needed by teachers
- Recommend books to teachers based on needs/curriculum



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- Recommend websites
- Plan collaborative lessons with classroom teachers

Audiovisual Equipment

- Responsible for distributing and maintaining CD players, if applicable

Typical Decisions and/or Recommendations Made in This Position:

- The librarian has decision making responsibilities within essential job functions, in keeping with school policies.

Supervision Given and/or Received:

- Supervised by the Principal and Assistant Principal
- Required to supervise students

Internal Contacts:

- Supervised by the Principal and Assistant Principal
- Required to supervise students

External Contacts:

- Parents/Guardians
- Students

Working Conditions and/or Physical Requirements:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Able to work a full school day
- Required to work in standard library and school conditions
- Required to lift or carry classroom supplies, textbooks, furniture, and equipment
- Required to maintain composure and avoid inappropriate displays of anger
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations with noise, activity, and inclement weather

Travel Requirements:

- Some travel (in-service) required, up to 1% of the time.

Education and Experience Preferred:

- Bachelor's degree in education and/or library science required. Master's preferred.
- Meets the minimum requirements for librarian as set forth by the Diocese and TCCB ED
- Experience preferred



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Knowledge and Skills Preferred:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of child development, learning, and behavior
- Able to manage student behavior in library setting
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in motivating and engaging students in the learning process
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

FLSA Designation: Exempt

<hr/> <p>Position Description Approved By</p>	<hr/> <p>Date</p>
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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.