

Job Description TEACHER LIBRARIAN

BASIC FUNCTION

Under the direct supervision of the Coordinator of Library Media Services or designee, the credentialed Teacher Librarian ensures that students and staff become effective users of ideas and information. The Teacher Librarian helps students acquire an appreciation of literature. The Teacher Librarian works to establish a resource-based learning program in which the students are actively involved in their own learning. The Teacher Librarian and classroom teachers collaboratively plan and teach information literacy skills, which includes a standard research process. The library media program will be a model program that seamlessly integrates information literacy, literature and technology into the curriculum.

ESSENTIAL JOB FUNCTIONS

- Teaches information literacy and problem solving skills that support student research and personal investigation
- Teaches all grade levels and support all curricular areas in the school
- Collaborates with classroom teachers to develop and teach assignments or units to address the state standards and frameworks as well as to maximize student learning
- Develops lesson plans with appropriate instructional methods and materials to foster independent thinking which incorporate resource-based learning and a standard research process
- Teaches students and staff how to access, evaluate and use information from a variety of sources
- Promotes literacy and the enjoyment of reading, viewing and listening
- Models instructional strategies and coaches staff in the integration of technology within the curriculum
- Provides services to students and staff including instruction, reference, educational technology, reading incentives and circulation of library materials
- Creates and implements procedures for library media center operations, which may include but are not limited to: budgeting, selection, acquisition, cataloging and processing, information access, student and teacher use, instruction, library services, facilities use and the training and supervision of library volunteers and student workers
- Participates actively in fostering a positive school climate with colleagues and students
- Advocates a strong school library
- Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment
- Responds professionally to inquiries from parents and community members on issues concerning library policies
- Participates in professional training and staff development
- Actively participates in professional organizations, conferences and workshops
- Other duties as assigned

QUALIFICATIONS

Successful experience as a classroom teacher and/or School Library experience preferable or equivalent.

POSITION TITLE: TEACHER LIBRARIAN

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Ability to:

Develop and administer an effective library media program as identified by Information Power and the standards identified in this document; develop resource-based learning units in collaboration with teachers; be a multitask worker with frequent interruptions; teach students at their instructional levels; create a classroom environment that encourages learning and independent thinking; supervise students in a variety of activities; maintain cooperative and effective relationships with those contacted in the course of work; stand and walk for prolonged periods, perform a variety of specialized tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedules and deadlines.

Knowledge of and abilities to:

Teach information literacy and the research process reflecting current best practices; teach leading edge technology; teach library processes related to the acquisition, cataloging and classification of library materials.

Knowledge of:

State standards and frameworks, district curricula and district assessment instruments; curricular areas and sound instructional techniques for implementation of the school's curriculum; current educational trends and practices; classroom management techniques; age appropriate teaching methods, state curriculum framework, education code.

Skills:

To motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.

Significant physical abilities:

Include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/color vision/field of vision.

CREDENTIALS

Valid California Multiple Subject and/or Single Subject credential required. Library Media Teacher Services credential required. English Learner authorization, i.e., CLAD, SB1969, SB395, or ELA required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

Hazards: None identified.