

**LIBRARY/MEDIA TEACHER****DEFINITION:**

Under the direction of the principal and/or assistant principal, instruct students and assist school personnel in grades 7 through 12 in the utilization of all instructional material and equipment of the library/media program; assist students and staff to provide the variety and range of materials which will enrich the curriculum, stimulate growth, and challenge students in their research, study, and lifelong learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Teach information library skills, including how to access, evaluate and use information from a variety of sources; provide reading guidance to students, assisting them in finding appropriate materials to meet their individual needs and ability level; model the integration of leading-edge technologies and strategies into the curriculum; instruct students and faculty to access, use, and evaluate databases, internet sources, software, hardware, and peripherals; assist teachers in the selection of books, media and of the instructional materials; provide a full range of library services including: instruction, research support, reference, reading promotion, library website content, instructional technology, evaluation and use of learning resources to meet curricular and personal interests, and textbook services; instruct students in citizenship, basic communication skills, and other general elements of the course of study specified in State frameworks and the administrative regulations and procedures of the school district.
- Plan and develop lessons to support all curriculum areas in the school incorporating resource-based learning, information literacy, and problem solving skills which support student research and personal investigation; organize daily class time so that instruction can be accomplished within the allotted time; develop weekly lesson plans and instructional materials.
- Directly in charge of the library operations, including: philosophy, budgeting, technology, student conduct and use, teacher and class use, instruction, circulation, reference, front desk, student and adult volunteers, facility use; instruct school community in technology ethics, including citation, plagiarism, and copyright.
- Establish and maintain appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed provide an orderly, productive library/media environment and supervise students while they are in the library/ media center; cooperate in school-wide supervision of students during out-of-classroom activities, including student activities; may share in the sponsorship of student activities.
- May evaluate student progress and work completed in library; may provide input to teachers regarding student work.
- Establish and maintain timely and effective communication with staff, students and parents regarding materials, activities and services in the library/media center; assist in parent conferences, when needed, to discuss the individual student's progress and interpret the school library/media program.
- Create an effective environment for learning in the library/media center within the physical resources provided by the District; provide reasonable safety precautions to protect students, equipment, materials and the school facility.
- Evaluate, select, order, and process library materials, and maintain required inventory records; serve in an advisory capacity for teachers in the selection of materials to be placed in the library for student use; prepare and administer the library budget including entitlements, categorical funding, grants, and gifts; perform basic attendance accounting and business services as required.
- Maintain professional competence through participation in in-service educator activities provided by the District and/or self-selected professional growth activities; participate in faculty and/or District meetings and committees; participate cooperatively with administrator to develop and accomplish annual goals and objectives.

- Plan and coordinate the work of library/media clerks, teacher assistants, paraprofessionals, and/or volunteers.
- Maintain District standards including sharing in the responsibility of school programs; fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction; promote a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education code, District policies and District curriculum and content standard.
- May perform other duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Basic knowledge regarding libraries and media; principles, theories, methods, techniques, and strategies pertaining to library/media program and instruction of secondary students; child growth and development and behavior characteristics of the 7 through 12 grade child; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school population.

Ability to:

Plan, organize, develop and conduct a comprehensive library/media program for students in secondary grades; provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; assess the educational needs of students, and design, develop, and implement sound individualized educational plans; utilize technology as a means for various types of communication and record keeping and integrating it into the curriculum; provide stimulating learning environment.

Experience:

Student teaching, internship, or full time teaching.

Education:

Bachelor's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Appropriate California credential authorizing service as a school librarian. Possession of a Valid California Driver's License, if required.

Board Approved: June 12, 2007

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