

Summary

Under the direction of the site principal a highly qualified Teacher Librarian shall, in accordance with approved district procedures and practices, plan, lead and direct the school library program. The Teacher Librarian possesses both a California teaching credential and Teacher Librarian Services credential.

Essential Duties, Responsibilities, Knowledge and Abilities

- The Teacher Librarian shall ensure that students become effective users of ideas and information:
 - model and promote literacy and the enjoyment of reading, viewing, and listening
 - facilitate an acquisition and appreciation of literary and informational text, developing multiple literacies:
 - teach information literacy:
 - recognizing the need for information
 - ability to locate information
 - ability to evaluate and use the information effectively
 - teach problem-solving skills that support student research and personal investigations
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 - language and media literacy:
 - the ability to write, comprehend and think fluently
 - create, critique, analyze, and evaluate multimedia texts
 - the ability to synthesize, analyze and produce messages using communication technology
 - model instructional strategies and best practices for effective access, evaluation and use of leading edge information and communication resources and technologies
 - teach and adhere to laws and guidelines pertaining to the ethical, legal and fair use of information
 - teach and advocate the principles of intellectual freedom
- The Teacher Librarian shall provide a resource-based learning program in which students are involved in their own learning:
 - invites collaboration with classroom teachers to develop, teach and participate in presenting subject-area curriculum that creates active learning experiences
 - have knowledge of and be able to provide library services including instruction, reference, technology, reading motivation, circulation and organization of library materials
 - knowledge of curricular areas and sound instructional techniques including reading strategies to facilitate access to information and the comprehension of new ideas
 - teach and assess lessons that incorporate a developmentally appropriate research process

- The Teacher Librarian shall support the goals and objectives of the school and the district:
 - have knowledge of the current national, state and district standards, curriculum and assessment,
 - participate in providing in-service training on information literacy, communication technologies and literacy in collaboration with school leadership, technology staff and other teachers
 - develop a quality collection of print and digital materials that supports the school's curriculum and relevant standards and frameworks, reflects community values, meets recreational reading needs, and inspires a love of reading
 - create, implement and assess plans and procedures for library media center operations to include:
 - budgeting
 - selection, acquisition, cataloging and processing
 - provide access for student and staff use
 - facilities planning and use
 - selection, training, and supervision of library staff, student assistants and volunteers
 - ability to teach library processes related to acquisition, organization, storage and retrieval of print and digital information for library staff, student assistants and volunteers

- The Teacher Librarian shall collaborate with the learning community to foster a positive school climate:
 - ability to build collaborative and effective relationships with students, staff, parents and the community
 - promote and advocate for a strong library program;
 - communicate with all library stakeholders within the school, district and community to develop an understanding of library goals, policies and procedures
 - encourage support of and participation in library programs and services
 - participate in professional training and staff development
 - follow a plan for personal development
 - actively seek opportunities to grow professionally (e.g., participate in professional organizations, conferences, workshops)

- The Teacher Librarian shall demonstrate Instructional Competencies:
 - knowledge of and ability to implement classroom management techniques
 - knowledge of and ability to teach and assess students at appropriate instructional levels
 - knowledge of and ability to teach and assess a diverse population with a variety of learning modalities
 - ability to create an environment that encourages independent thinking
 - ability to supervise students in a variety of activities

- The Teacher Librarian shall perform tasks as Textbook Coordinator for his/her site::
 - knowledge of and performs adherence to the Williams Act
 - catalogs, processes, and distributes, with assistance from Library Technician, all textbook materials to students and staff
 - manages all district textbook adoptions and catalogs, processes, and distributes, with assistance from Library Technician, all new adoption materials to students and staff
 - manages all site purchases of support materials, including literature sets, manipulatives, etc., and catalogs, processes, and distributes, with assistance from Library Technician, all materials to students and staff

- delete obsolete textbook materials from system and make available for public
- maintains knowledge of all curricular areas and participates in collection development to enhance the adopted curriculum in all subject areas

Qualifications

▪ Education and Experience

Bachelor's degree, including all courses needed to meet the credential requirements

▪ Licenses and Certificates

Valid California Teaching Credential authorizing service for the assigned subject(s) and/or class.