



## CERTIFICATED JOB DESCRIPTION

### TEACHER LIBRARIAN

**General Definition:**

Under supervision of the Principal or designee, to implement formal and informal instruction in literacy skills, reading and literature, and uses of instructional technology; to collaborate with staff to develop and implement curriculum, integrating a variety of instructional strategies and learning resources; to manage learning resources to provide physical and intellectual access to information; and to perform other duties as required. Develop and lead implementation of a core curriculum aligned to California state standards.

**Employment Term:**

Annual certificated contract days as per collective bargaining unit agreement.

**Salary:**

Appropriate placement on the certificated salary schedule.

**Supervision From:**

Principal/Designee

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Baccalaureate or higher degree with an academic major and professional preparation program which includes student teaching for the teaching credential(s) held

**Certificates and Licenses:**

Current valid California credential authorizing service as a school librarian (i.e. Library Media Services), and CLAD/BCLAD/ELL/SDAIE certification. Possess a valid First Aid Card and CPR certificate. Valid California drivers' license and evidence of insurance, TB, and criminal justice fingerprint clearance.

**Duties and Responsibilities:**

1. Helps and instructs students in the choice and use of library materials.
2. Ensures that skills, knowledge, and attitudes related to information literacy (accessing, evaluating and communicating information) are taught as an integral part of the total school program.
3. Collaborates with classroom teachers to plan and teach instructional units, learning strategies, and activities that benefit from the use of library resources.

4. Fosters a partnership with reading teachers that encompasses guidance for students in selecting, browsing, book sharing, and encourages reading to improve academic achievement and recreational reading.
5. Encourages and schedules class visits to the library, works with teachers to ensure successful visitations, and delivers whatever assistance is necessary during the visitation.
6. Provides learning opportunities related to information technology.
7. Encourages independent self-motivated study habits and responsibility in students.
8. Inspires careful use of library media holdings as valuable learning resources.
9. Conducts a planned course of instruction for students enrolled in Library Science.
10. Provides a library orientation program for ninth grade students.
11. Directs the Library Assistant in his/her job responsibilities to ensure that students benefit from a quality library media program.
12. Provides a collection of materials and resources that support the curriculum and that address student needs.
13. Helps students and teachers identify, locate and interpret information in the library media center.
14. Provides an accurate and efficient retrieval system for library materials through an electronic card catalog.
15. Maintains a comfortable environment conducive to learning and promotes an appreciation of literature and reading.
16. Informs teachers, students and administrators of available materials, equipment, and services in the library media center to meet their information needs.
17. Manages library media budget to support the instructional program.
18. Maintains open communication and works effectively with staff, students, and community members.
19. Assists teaching colleagues in using information resources by recommending and providing instructional materials for the development and support of curriculum.
20. Provides leadership in the assessment, implementation, operation and evaluation of information and instructional technologies.
21. Keeps abreast of current literature, non-fiction, periodicals, and current technologies to support instruction in the California state standards.
22. Provides an annual library report to the Principal, Superintendent, and Board of Trustees.
23. Provides direction to the library media technician and textbook clerk in fulfillment of their job descriptions.
24. Participates in professional organizations. Manages the library web site.
25. Reads professional journals in the field of library media service, education, and technology.
26. Keeps current in the field by participating in professional activities such as conferences, seminars, in-services, workshops with collegial groups.
27. Guides student behavior in the library media center.
28. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
29. Other related duties as assigned.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 30 lb. such as boxes of books. The employee is directly responsible for safety, well-being, or work

output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

NJUHSTA Approved: June 2, 2016

Board Approved: June 15, 2016