



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: Library Media Teacher

1. MINIMUM QUALIFICATIONS

- A. California Credential:** General Secondary, Standard Secondary, or Ryan Single Subject and a Library Media Services Credential, or Master's Degree in Library Science, or Possession of one credential and course work started and/or agree to complete the other
- B. Education:** Required-BA/BS
- C. Experience:**
- Experience working in a technology rich library or classroom, especially familiarity with the Internet, library resources on-line, CD ROM's, and LAN's
 - Experience or education designing curriculum using technology based resources
 - Experience or demonstrated interest in working with teenage students
 - Understand and work effectively with people from different cultures.

2. GENERAL RESPONSIBILITIES

Managing the changing environment of a highly technological and busy school library; teaching and modeling information literacy skills and processes; promoting literacy; participating in development and support of the educational goals and programs of a comprehensive high school.

3. MAJOR AREAS OF RESPONSIBILITY

- A. Ensure that students and teachers have access to information and resources necessary for their course of study and classrooms, including making the library a welcoming and satisfying place.
- B. Provide curriculum support to teachers: collaborating in the design of instructional units, leading in the structuring and use of Internet based instructional resources, acquiring and making accessible a variety of materials, and participating fully in the instruction process.
- C. Teach "Information Literacy" skills to students in a variety of ways.
- D. Oversee the computers and computer based resources in the library, troubleshooting minor problems, working with vendors, providing information to the computer support specialist for resolution of problems.

- E. Provide “lead” direction for the use of technology by staff and students in curricular areas.
- F. Participate in site professional committees and activities, such as staff meetings, technology committees, redesign, and other committees.
- G. Select and acquire materials and resources for the library in cooperation with the District and site guidelines, procedures and plans.
- H. Manage the library operations of a site library working with the District Coordinator and site administrators to outline goals for the library/technology program.
- I. Establish site procedures and rules; ensure that they are implemented and supported.
- J. Promote the library program and reading goals through a variety of promotional methods including book talks, displays, guest speakers, contests etc.

4. ABILITY TO:

- Advocate for libraries and technology
- Interact positively with diverse individuals and groups
- Access and organize electronic information for students/staff
- Manage a fast-paced and changing environment
- **Make formal and informal presentations**