

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Teacher Librarian

**DEPARTMENT/DIVISION:** Educational Services

### **POSITION SUMMARY:**

Under the general supervision of the Director of Instructional Media Services and the site principal, the Teacher Librarian serves as an instructional leader, an information specialist, and the program manager of District's libraries to ensure that all students are fully engaged as 21<sup>st</sup> century learners through K-12 library services. The Teacher Librarian establishes a resource-rich learning program in which students are actively involved in their own learning. The Teacher Librarian and classroom teachers collaboratively plan, teach, and assess subject-area content and information literacy skills including a developmentally appropriate research process.

### **ESSENTIAL FUNCTIONS:**

1. Develop, implement and oversee a strong library/media program and collection of resources which supports the educational philosophy and goals of the school district
2. Provide library services to students, staff, and community including instruction, reference and technology skills, reading motivation, circulation, and organization of library materials
3. Create, implement, and assess plans and procedures for library/media center operations, which include, but are not limited to, budgeting, selection, acquisition, cataloging and processing, equitable access, student and teacher use, instruction, library services, and facilities planning and use
4. Develop, teach and assess information literacy and problem-solving skills that support research and inquiry, that foster independent thinking, and that incorporate resource-based learning and a standards-based information literacy process
5. Model and teach digital citizenship including laws and guidelines pertaining to the ethical, legal and fair use of information
6. Organize and promote literacy projects and events that engage learners and motivate them to become lifelong readers
7. Develop interest centers and displays, including books, media and students' work to motivate students in the use of books and other media with the assistance of students, teachers and other participants (other staff, student workers)
8. Provide in-service training and ongoing support to teachers and other staff, student workers, and volunteers on information literacy, information and communication technologies, and literacy under the direction of the Director of Instructional Media Services and in collaboration with the school leadership, technology staff, and other teachers
9. Assist in setting standards for positions, interviewing and hiring of library personnel
10. Assist in the orientation, training, and supervision of classified library staff
11. Promote the use of volunteer helpers in library/media centers including student assistants.  
Direct, monitor, supervise, and evaluate the work of student assistants and volunteers
12. Participate in professional training and staff development
13. Continue to maintain a broad knowledge base of media at all appropriate levels
14. Participate in site and district-level curriculum development to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and develop lifelong learners

15. Maintain lines of communication with principals and make every effort to align library services to the particular philosophies and needs of each school and each department
16. Assist school sites in the selection of new media and library equipment
17. Provide articulation between elementary and secondary library/media programs, the District's Information Technology staff, administrators and other libraries in the area
18. Assess and make recommendations on the effectiveness of library services
19. Keep schools informed about the latest technology, materials and equipment applicable to the library/media program
20. Develop the district library budget and account for its appropriate expenditure in collaboration with the Director of Instructional Media Services
21. Prepare reports on library/media services as requested by the Director of Instructional Media Services
22. Responsible for textbook accession, processing and management
23. Supervise cataloging of all new library/media materials for the district
24. Attend school faculty meetings
25. Establish and maintain standards of student behavior needed for a productive learning environment
26. Maintains regular and prompt attendance in the workplace
27. Performs other duties as assigned by the Director of Instructional Media Services

#### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions; read, write, and speak at a level sufficient to fulfill the duties to be performed. Sufficient education to meet credential requirements. Must hold or be able to obtain valid California Teaching Credential authorizing services as a Teacher Librarian. School library experience and successful classroom teaching experience are preferred.

#### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of national, state, and district standards, curriculum, and assessments
2. Ability to teach, assess, and model the use of leading-edge information and communication technologies
3. Ability to operate a variety of standard office and audio-visual equipment
4. Ability to research and implement current educational trends and practices
5. Knowledge of a variety of instructional techniques for implementation of the school's curriculum
6. Knowledge of correct English usage, spelling and grammar
7. Ability to implement classroom management techniques
8. Ability to teach and assess a diverse population with a variety of learning modalities
9. Ability to develop a resource rich environment for students and staff
10. Ability to multitask with frequent interruptions
11. Ability to create an environment that encourages independent thinking
12. Ability to engage and supervise students in a variety of activities
13. Ability to function as a positive, contributing member of an educational team
14. Ability to build collaborative and effective relationships with students, staff, parents, and the community

**PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Stand for extended periods.
2. See for purposes of reading printed matter and observing students with or without visual aids.
3. Enter data into a computer terminal/keyboard and operate standard office equipment.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk, stoop, kneel, crouch, crawl, climb and bend over.
7. Reach in all directions and grasp objects.
8. Ability to push/pull up to 50 pounds for short distances using appropriate equipment.
9. Lift and/or carry up to 30 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard library/classroom environment and to work outdoors with students in outdoor activities. Employees working at multi track/year round education sites will need to organize supplies in order to track on and off as per current Master Agreement. Employees will come in direct contact with students, parents and District staff. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.

**SALARY:** Per current TEA Master Agreement

**DAYS OF SERVICE:** Per current TEA Master Agreement. Positions can be full-time, half time, part-time (daily and hourly), Job Share, Multi-Track, year round calendars.

**Board Approved:**

TUSD: 01/08/19