

BRIEF DESCRIPTION OF POSITION:

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.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Helps and instructs students in the choice and use of library materials. E
- b. 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. E
- c. Collaborates with classroom teachers to plan and teach instructional units, learning strategies, and activities that benefit from the use of library resources. E
- d. 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. E
- e. Encourages and schedules class visits to the library, works with teachers to insure successful visitations, and delivers whatever assistance is necessary during the visitation. E
- f. Provides learning opportunities related to information technology. E
- g. Encourages independent self-motivated study habits and responsibility in students. E
- h. Inspires careful use of library media holdings as valuable learning resources. E
- i. Conducts a planned course of instruction for students enrolled in Library Science. E
- j. Provides a library orientation program for ninth grade students. E
- k. Directs the Library Media Technician in his/her job responsibilities to ensure that students benefit from a quality library media program. E
- l. Provides a collection of materials and resources that support the curriculum and that address student needs. E
- m. Helps students and teachers identify, locate and interpret information in the library media center. E
- n. Provides an accurate and efficient retrieval system for library materials through an electronic card catalog. E
- o. Maintains a comfortable environment conducive to learning and promotes an appreciation of literature and reading. E
- p. Informs teachers, students and administrators of available materials, equipment, and services in the library media center to meet their information needs. E
- q. Manages library media budget to support the instructional program. E
- r. Maintains open communication and works effectively with staff and students. E
- s. Assists teaching colleagues in using information resources by recommending and providing instructional materials for the development and support of curriculum. E
- t. Provides leadership in the assessment, implementation, operation and evaluation of information and instructional technologies. E
- u. Keeps abreast of current literature and new technologies. E
- v. Provides an annual library inventory report to the Principal and Assistant Superintendent of Educational Services. E
- w. Provides direction to the library media technician and textbook clerk in fulfillment of their job descriptions. E
- x. Participates in professional organizations. Manages the library web site. D
- y. Reads professional journals in the field of library media service, education, and technology. D
- z. Keeps current in the field by participating in professional activities such as conferences, seminars, in-services, workshops with collegial groups, site department chair meetings and district library meetings. D
- aa. Guides student behavior in the library media center. D
- bb. Manages the library web site. D

REQUIREMENTS

WORK YEAR:	Certificated Teacher Work Year
CREDENTIAL:	Current valid secondary teaching credential and current valid Library Media Services credential, current valid Standard Secondary credential with specialization in Librarianship, or Ryan Services Librarianship credential.
SALARY:	Certificated Salary Schedule
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance.