



BRIEF DESCRIPTION OF POSITION

Under supervision of the Principal or designee, the Teacher Librarian administers and promotes the library program and services, provides instruction in literacy skills and fosters an appreciation of reading and literature, collaborates with staff to develop and implement curriculum integrating a variety of instructional strategies and learning resources, develops and provides access to a collection of inclusive and relevant resources representing diverse experiences and perspectives, creates and maintains a welcoming and comfortable environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Teacher Librarian is a key member of the educational staff, serving in five different roles within the school:

Leader:

- a. Builds relationships with organizations and the community to develop an effective school library program.
- b. Advocates for student learning.
- c. Networks with other professionals through participation in local, state, and national organizations.

Instructional Partner:

- d. Collaborates with instructional staff to create, design, implement, and evaluate standards-based lessons that make effective use of resources and incorporate the use of information literacy skills.
- e. Collaborates, plans, and teaches engaging inquiry-based experiences designed to encourage learners to formulate questions, think critically, and develop problem-solving strategies.

Information Specialist:

- f. Provides staff development opportunities in the use of information resources in a variety of formats and integration of information literacy skills throughout the curriculum.
- g. Curates and disseminates resources and information to the Oxnard Union community.
- h. Provides instruction and resources on proper citation, copyright, and fair use practices.

Teacher:

- i. Encourages attitudes, habits, and skills that foster lifelong reading and learning.
- j. Teaches and models current, innovative pedagogy incorporating state and national library and professional standards.
- k. Provides group and individual instruction in information literacy skills.
- l. Instructs the learning community in selecting, organizing, and sharing resources relevant to their information needs and personal interests.
- m. Creates and maintains a welcoming, comfortable, and inclusive environment conducive to learning.
- n. Advocates reading and promotes library use through the yOUr Digital Library! website and online catalog.
- o. Develops standards-based learning activities integrating technology and information resources, and provides instruction and guidance to students enrolled in Library Science, a UC/CSU G-elective course.
- p. Updates instructional and library-related skills through self-reflection and by pursuing professional learning opportunities.

Program Administrator:

- q. Attends monthly OUHSD Teacher Librarian meetings.
- r. Establishes goals for the library program aligned with district and site mission statements, goals, and objectives.
- s. Administers the library program by developing policies and procedures to assure efficient operation and services.
- t. Selects, purchases, and processes new materials to assure a current and balanced collection representing diverse backgrounds, perspectives, and interests.
- u. Ensures an accurate and efficient retrieval system for library materials.
- v. Solicits ongoing feedback from the community to evaluate the library program and its services.
- w. Prepares and administers the library budget.
- x. Works in partnership with the Textbook/Library Technician to ensure all students benefit from a quality library program.
- y. Helps manage the yOUr Digital Library! website in conjunction with district Teacher Librarians.
- z. Collaborates with district Teacher Librarians to promote library services, program outreach, and literacy instruction throughout the Oxnard Union community.
- aa. Participates in site and district curriculum development.
- bb. Evaluates the school library program and makes recommendations based on current educational research and professional best practices.

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.