

ST. HELENS SCHOOL DISTRICT 502
POSITION DESCRIPTION
LIBRARY / MEDIA HEAD TEACHER

Department:	Library / Media	
Reports To:	School Improvement Specialist / Principals	
Prepared By:	Personnel	Date: February 2010

1. **SUMMARY:** The library / media head teacher develops, maintains and oversees media services for schools without assigned licensed media personnel. The head teacher encourages media assistants to help students build positive attitudes toward the use of communication, information and ideas. S/he promotes the enjoyment of reading and literature appreciation and shares his/her enthusiasm and positive attitude about books and life long learning.

2. **QUALIFICATIONS:** *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.*
 1. Must hold or be eligible for a valid Oregon Teaching License.
 2. The Oregon License must have the Educational Media endorsement K-12.
 3. Prior classroom teaching and/or library/media is preferred but not required.

3. **SUPERVISORY RESPONSIBILITIES:**

Assists the building principal in the oversight of the school's media assistant(s). Provides direct input to the building principal with regard to the annual performance evaluations of the media assistant(s).

4. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties of the **Library / Media Head Teacher** shall be, but not limited to the following. The Board, Superintendent and/or the Principal may designate additional duties.*

 1. Evaluates, selects and coordinates with the building principals the requisition of new library materials.
 2. Maintains a comprehensive and efficient system for cataloging all library materials, instructing teachers and media assistants on the use of the system as needed.
 3. Under the direction of the building principal, coordinates the preparation and administration of the library/media center budget.
 4. Oversees Media Assistants in the performance of their duties but does not evaluate.
 5. Demonstrates knowledge of and facilitates the implementation of the district's curriculum and the library /media skills content.
 6. Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.
 7. Reviews media programs and services, making recommendations to building

administration for provision of instruction to students consistent with state and district goals.

8. Reviews and organizes media centers according to their use by the school community.
9. Provides input to administration regarding the CIP and the inclusion of a "strong school library program" as required in HB 2586.
10. Other duties as assigned.

5. **STIPEND:** As negotiated in the SHEA agreement.

6. **EVALUATION:** In accordance with negotiated OSEA agreement and district policy.

7. **PHYSICAL DEMANDS:** *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 will be required to drive to different schools for meetings, consultations and staff oversight. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs., such as boxes of books and AV/VCR carts. The employee is responsible for the safety, well being and/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 other staff.

8. **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 work environment is continuously inside of a building except when the employee is traveling to and from school buildings located within the district or other locations.

9. **OTHER:**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

I _____ have read and understand the above
Print Name
requirements for this job position.

Signature _____ Date