

ITINERANT LIBRARIAN AND LITERACY SUPPORT PROVIDER

Basic function

Provide library services and literacy support services to three K-8 school districts in North Santa Barbara County.

Supervision

Under the general supervision of the Director of Instructional Media Services.

Representative duties

- Maintain library media centers at designated school districts and sites. Develop, implement, and manage library materials circulation system as needed at each site.
- Provide library media services, materials and equipment to meet the instructional and informational needs of students and faculty.
- Work cooperatively with classroom teachers to support the development of student literacy.
- Work directly with identified students as needed to support literacy and provide reading instruction.
- Select, acquire, catalogue, maintain, and circulate library media materials according to established guidelines and procedures.
- Provide direct instruction to students in effective use of information resources including electronic media; provide reference services and reading selection guidance to students and faculty; compile bibliographies as needed, and train students in the use of resources provided by SBCEO Instructional Media Services (IMS).
- Utilize the resources available from IMS by working closely with IMS staff.
- Maintain data on library circulation, student, and faculty use of library media resources; provide written reports on collected information.
- Train and provide direction and guidance to volunteers, student assistants, and classified library/media clerks.
- Operate a variety of office and library equipment including a computer and assigned software.
- Attend and participate in assigned meetings, conferences, committees, and events.
- Perform other essential job-related duties as assigned.

Qualifications

Possession of a valid California Multiple Subject Teaching Credential of Library Media Teacher Services Credential; verification of CBEST clearance. Experience and/or training appropriate to fulfill requirements of the position. Bilingual skills in Spanish and English desirable.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.