



## **TEACHER LIBRARIAN STANDARD POSITION DESCRIPTION**

**Position Title: Teacher**

**Reports to: Principal or Assistant Principal**

**Bargaining Unit: Yes**

**Location: Assigned School(s)**

**FLSA Status: Exempt**

**This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

### **Part I: Position Summary:**

The teacher-librarian integrates information, digital literacies and emerging innovative technologies to shape learning and instruction. The teacher-librarian leads the school community in becoming critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information through the development and administration of a strong school library program. The teacher-librarian is a licensed educator who collaborates with administration and building staff to design and implement lessons and units of instruction. This position provides equitable access to resources and the leadership and expertise necessary to align the school library program with the mission, goals, and objectives of the school and the district.

### **Part II: Supervision and Controls over the Work:**

The teacher-librarian works with a high level of independence and professional discretion under the general supervision of a designated school administrator. The teacher-librarian's work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of state statutes, direction of the supervisor, and performance standards and expectations as set forth in the collective bargaining agreement.

### **Part III: Major Duties and Responsibilities:**

#### **1. Instruction**

- a. Designs and delivers curriculum aligned to Oregon and national school library and technology learning standards, and which supports the delivery of content standards
- b. Evaluates, promotes, and models the use of innovative technologies and instructional strategies and resources

- c. Teaches and collaborates on the instruction of research, information literacy, and digital literacy
- d. Teaches students to be effective consumers, producers, and presenters of information and ideas and to leverage technology in those pursuits
- e. Teaches students and school staff to be safe, ethical, and responsible digital citizens
- f. Teaches students how to choose appropriate reading materials to meet their needs, interests, and skill levels
- g. Assesses and documents student learning
- h. Regularly conducts planning for lessons using commonly accepted professional practice

## 2. Literacy Promotion and Advocacy

- a. Collaborates with teachers and administrators on school and district literacy goals
- b. Promotes and supports a school wide culture of reading and literature appreciation
- c. Reinforces literacy instruction with resources in a variety of formats and genres including informational texts
- d. Designs and facilitates meaningful onsite or virtual experiences to promote a love of reading and lifelong learning, such as OBOB, ORCA, author visits, literacy fairs, book clubs.
- e. Advocates for the school library program and its role in the instructional program
- f. Leads professional development to support the integration of information and digital literacies, the use of technology, and collaboration across the curriculum
- g. Models innovative strategies and technologies to support classroom teachers in their instructional practices

## 3. Library Media Center Management

- a. Applies a comprehensive knowledge of developments and trends in library media center management issues, media systems, and information resources.
- b. Assumes responsibility for the organization, appearance, and visual appeal of the library media center.
- c. Schedules and manages the use of media facilities and equipment, utilizing appropriate technologies.
- d. Maintains patron and materials databases.
- e. Develops and maintains effective relations with patrons, volunteers and the community.

- f. Trains library media clerks, volunteers, and supervises student assistants.
- g. Selects and oversees the ordering, receiving, processing, cataloging, shelving, storing, maintaining, repairing, circulating, inventorying, and withdrawal of library media resources, materials, and equipment.
- h. Assists staff and students in locating and using library resources, materials, and equipment.
- i. Develops, reproduces, and distributes bibliographies, guides, "pathfinders," and other instructional handouts and materials as appropriate and needed.
- j. Manages library media center budget and maintains accountability for fixed assets.
- k. Facilitates the ordering, distribution, and return of instructional materials to and from the district textbook depository.
- l. Helps to develop and implements written policies concerning the selection, screening, and evaluation of materials and equipment including the acceptance of gifts for the instructional library media center.
- m. Creates, communicates, and maintains classroom/media center management practices that effectively engage students in the learning process. Acceptable student behavior and related discipline procedures are well understood by students and consistently enforced to maintain a positive learning environment.
- n. The teacher is constantly observant of the needs and challenges of students and promptly engages an administrator or appropriate educational staff as appropriate.
- o. The teacher assists in the supervision of students at school activities and events.
- p. The teacher participates in professional learning opportunities in support of District-wide mission, vision and goals.
- q. Performs other duties as assigned.

**Part IV: Minimum Qualifications:**

- Successful completion of a teacher preparation program or Library Science and Information degree at an accredited college or university.
- Must hold or be able to obtain Oregon Educator License with **library media endorsement**.
- Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse



population.

- Ability to provide in-service training to faculty and staff regarding library media services, resources, etc.
- Technology skills in using computer applications such as word processing, presentation programs, WEB searches, and library media programs to include a variety of on-line and CD-ROM information storage and retrieval database applications.
- Administrative skills to include budgeting, purchasing, inventorying, etc.

Community relations skills and the ability to serve as an ambassador for the building and for education.

- Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.
- Demonstrated content knowledge for subjects/levels being taught.
- Ability to effectively communicate verbally and in writing with parents, students, and staff.
- Commitment to collaboration and teaming and effectiveness in working within a professional learning community.
- Skill in classroom management and ability to achieve, support, and maintain acceptable student behavior.
- Knowledge of and ability to use appropriate and multiple assessment, instruction and evaluation techniques.
- Knowledge of child and adolescent development and ability to apply that knowledge to the selection and application of curriculum materials and instructional practices.
- Knowledge and skill in the use of strategies necessary to meet the diverse needs of students.
- Knowledge and skill in culturally responsive teaching and learning.
- Skill and ability to utilize technology to aid instruction, assessment and learning.
- Any position specific special qualifications indicated in the recruitment process.

**Part V: Desired Qualifications:**

- Successful experience teaching in a diverse student environment.
- Successful experience in a team teaching environment.
- Successful experience in the grade level(s) and/or content area(s).
- Successful experience in collection management.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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 teacher-librarian is frequently required to sit, talk, move about, hear and speak, and be visually observant of classroom behavior and learning activities. The teacher-librarian may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The teacher-librarian must routinely lift and carry materials weighing up to or more than 50 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The teacher-librarian may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

While performing the duties of this job, The teacher-librarian occasionally works in outside weather conditions. The teacher-librarian is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

The teacher-librarian may be required to travel on school owned or leased vehicles while supervising and assisting students.