TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Teacher Librarian **CLASSIFICATION: Certificated**
DEPARTMENT: School Site/District Wide

BASIC FUNCTION AND RESPONSIBILITY:
The library media program in an integral part of teaching and learning in the school. The Teacher Librarian translates the mission, goals, objectives, policies, and procedures of the district, school, and library media program into action through effective leadership, planning, and evaluation. The increasing complexity in the instructional process requires that the Teacher Librarian develop partnerships with classroom teachers in curriculum and instructional development.

ESSENTIAL JOB FUNCTIONS:
Duties May Include, but are not limited to:

- Collaborates with classroom teachers to teach information literacy, including the ethical and legal use of information and communication technologies
- Models best practices in teaching and learning
- Teaches students and staff how to access, evaluate and effectively use information from a variety of print and digital sources
- Conducts orientation to the library
- Designs an accessible, efficient, and inviting facility for student learning
- Creates an attractive, friendly and stimulating library media center
- Develops and implements standards for appropriate behavior for students using the media center
- Communicates as needed with classroom teachers, administration, governing board, students, and the community about the school library media program
- Participates in, and seeks out professional growth and learning opportunities
- Provides information-seeking expertise for the school and district
- Facilitates student and staff use of print and digital information and information and communication technologies
- Collaborates with teachers to advance reading comprehension and foster a love of reading, provides guidance, and age appropriate motivational methods to advance reading achievement and enrichment
- Selects professionally reviewed and recommended books that reflect excellence for children and young adults
- Develops a library collection that supports the school's curriculum, state content standards, and student's independent reading needs
- Shares in the leadership for the curricular, instructional and professional development of the school and district
- Understands the California curriculum frameworks, current content standards, instructional and assessment strategies
- Participates in department and department chair meetings and serves on school and district committees

- Plans and implements professional development to increase integration of library resources, instructional technology and information literacy by classroom teachers
- Collaborates with district teachers to integrate the best uses of information and communication technologies into curriculum and instruction

ADDITIONAL JOB FUNCTIONS:

- Develops and administers policies and procedures for effective library media program
- Develops, organizes, manages and assesses all library and information resources
- Develops and manages library budget
- Trains and guides the work of library media technicians, student assistants, and volunteers
- Manages access to library digital resources
- Manages student use of library computers and technology in accordance with school and district policy
- Manages library AV equipment and services
- Ensures that library information and communication technologies are integrated into school and district library plans
- Plans and evaluates the school and district library program
- Collaborates with teachers, students, administrators and other stakeholders to align school library media program with school's mission, goals, and curriculum
- Maintains process for the continuous and systematic improvement of the library media program
- Annually revises library media plan aligned with school improvement, technology and other school and district plans
- Carries out other duties as required

EMPLOYMENT STANDARDS:

LICENSES AND OTHER REQUIREMENTS:

- Single Subject and/or Multiple Subject and Teacher Librarian Credential
- Experience and knowledge in a variety of computer-related programs, formats, and platforms

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, and to identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites
- Employees in this classification work in a standard office environment with occasional movement outdoors between buildings