

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Library Media Teacher

REQUIRED QUALIFICATIONS

EDUCATION: Valid California credential authorizing service as school library specialist.

SKILLS: Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators; skills in motivating students, communicating with individuals from varied educational and cultural backgrounds, directing support personnel, evaluating performance; knowledge of age appropriate teaching methods, state curriculum standards; ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines; and expertise in innovative, instructional technology, including, but not limited to computer programming, virtual reality, digital storytelling, 3-D printers, video conferencing, etc.

BRIEF DESCRIPTION OF POSITION

Provides a secondary education library program for the purpose(s) of facilitating student success in academic skills; use of educational technology, and support for courses of study implementing District approved curriculum and state content standards; addresses specific needs of students, parents, and administration as they relate to the library programs. Demonstrates leadership and expertise to ensure that the library/media center provides excellence for all students, specifically through enhanced learning through innovation. Develops and manages an integrated library/media program and provides instruction and oversight of all textbooks, circulation system, materials, makerspace, and technologies. Performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Creates/maintains/supervises a dynamic, innovative learning environment that includes cutting edge technology and a makerspace and instructs all patrons in the use of all available resources.
- Recommends and procures resources, including instructional technology, for teachers to meet their instructional objectives.
- Actively promotes reading, information literacy skills, and use of information resources through activities such as book clubs, reading programs, reading initiatives, and other special events.
- Creates/maintains an inviting environment that is safe, accessible, and conducive to student learning.
- Empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and discerning, technologically literate, ethical users of information.
- Instructs students and staff in information and technology literacy skills, including reading for understanding, the research process, engaging inquiry, collaboration, critical thinking, developing multiple literacies, and understanding copyright, fair use, and licensing of intellectual property.
- Establishes annual measurable goals for the school library/media center that are aligned with the District and the school's mission.

### ESSENTIAL JOB FUNCTIONS (continued)

- Provides professional development to the staff that incorporates best practices in the use of information resources and instructional technology.
- Takes an active role in school improvement and accreditation activities.
- Selects, orders, classifies, and catalogs books, periodicals, documents, technological resource, and other materials for the library collection and supervises the processing of these materials for circulation.
- Instructs students, paraprofessionals, clerical support staff, and faculty in the use of the reference tools available in the library collection.
- Instructs clerical and student library assistants in library practices and plans the daily work schedule of paraprofessional, clerical, and student library assistants.
- Facilitates all students' learning through library usage for the purpose of improving their success in academic skills.
- May assist in the selection of library paraprofessionals, clerical support staff, and instructional supplies, equipment, and technology and maintains required inventory records.
- Maintains textbook collections, supervises distribution and collection of textbooks, and makes repairs, as necessary.
- Oversees repairs on all library books, textbooks, etc.
- Assists with maintaining supplies and repairs for audio/visual equipment and technology equipment, as appropriate.
- May assist with the administration of standardized tests in accordance with the District testing program and record the results.
- Maintains open lines of communication with students, staff, and parents concerning the varied offerings of the library program
- Identifies pupil needs and works with other professional staff members in assessing and helping pupils solve attitude and learning problems.
- Provides an environment to develop digital citizenship.

### OTHER JOB FUNCTIONS

- Networks with other teachers and school personnel for the purpose of improving the quality of student outcomes, developing solutions, planning curriculum and/or providing information.
- Participates in inservice/staff development programs for the purpose of meeting professional growth, state/district/credential requirements.
- Participates cooperatively with the principal/designee to implement the system by which the employee will be evaluated in conformance with the District's evaluation procedures including attainment of District goals and objectives.
- Shares in the responsibility of student activities and student supervision, participates in faculty committees, and supports community-school activities.
- Communicates effectively with staff and parents.
- May plan and coordinate the work of paraprofessionals and/or volunteers.
- Maintains proficiency in the operation of available resource equipment.

### PHYSICAL REQUIREMENTS

Significant physical abilities include standing and walking for extended periods, lifting/carrying, crouching, reaching/handling/feeling, talking/hearing, near and far visual acuity/depth perception/accommodation/color vision/field of vision.

OTHER REQUIREMENTS

TB test clearance; Department of Justice fingerprint clearance.

07/19