

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Teacher/Librarian

Classification: Certificated – Non-supervisory

Reports to: Building Principal

PURPOSE STATEMENT

The teacher/librarian will create a program and class environment favorable to learning and the personal growth of students. The school library program will provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth and will aid all students in acquiring the skills needed to take advantage of a full range of library resources. The teacher/librarian will maintain professional competence through in-service work, coursework, and other professional growth activities.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Provides the leadership and/or participation necessary to ensure that the library media program is fully integrated into the school, district, and state's recognized instructional goals.
- Utilizes district adopted curriculum to guide instruction.
- Provides instruction resulting in the effective use of the library, helping students to develop habits of independent reference work and skills in the use of database & reference materials in relation to class assignments.
- Creates a welcoming environment for staff and students to include passive programming.
- Provides clear and focused instruction for all students by using a variety of teaching strategies in order to meet the learning needs of all students.
- Collaborates with teachers to utilize library resources to support a particular topic of study or the purpose of improving the quality of student outcomes, developing solutions, and planning curriculum.
- Promotes the use of the library to teachers, students, and parents to ensure that the library is a vital and active center of learning for the whole school. Encourages reading for pleasure.
- Provides opportunities for students to use the library for research, independent reading, and recreation.
- Develops and manages the library schedule and program to meet classroom and student needs. Offers staff learning opportunities related to new technologies, and the use and production of a variety of media.
- Assists classroom teachers when developing lessons or assigning learning experiences that utilize library support materials.
- Provides access to information and ideas by assisting students and staff in identifying information resources outside the school.
- Maintains a professional working relationship with the community public libraries.
- Provides leadership in the evaluation, selection, and requisition of new instructional media and equipment, including books, periodicals, audiovisuals, computer software, and other resources that support a full range of experiences for students.

- Responsible for collection development overseeing the cataloging of all library materials. This includes developing and maintaining a relevant, high-interest, inclusive library collection across all formats, platforms and levels.
- Periodically conduct Titlewise collection analysis and regularly weed materials as needed.
- Develop and maintain library virtual website for students, families, and staff.
- Communicate library events with staff, students, and families with monthly newsletters.
- Prepares statistics reports as requested from Destiny Library Manager & Resource Manager. Maintain and update the automated library catalog and databases (Gale).
- Maintains, manages, and conducts inventories textbooks for all departments.
- Conducts regular library inventories and merge duplicate records.
- Prepares and administers the library budget. Applies for grants, when available.
- Organizes and supervises clerical assistants, student assistants, and parent volunteers in support of the library/media center operation.
- Develops and maintains library spreadsheets & google forms for monitoring student attendance in the library, ensuring that students sign in daily.
- Address and resolve disruptive behavior in the library effectively.
- Develops and manages the library schedule and program to meet classroom and student needs.
- Pursue support from technology personnel to maintain working and up-to-date computers, printers, and internet access.
- Work with the administration and other school librarians to develop library policies and procedures for district uniformity.

OTHER FUNCTIONS

- Is available for assignment as an emergency substitute in other classrooms as schedule permits.
- Prepares and administers the library budget.
- Prepares reports as requested.
- May be assigned to other teaching responsibilities outside the media center as schedule and endorsement permits.
- Arranges frequently changing media-related displays and exhibits likely to interest the school's patrons.
- Performs other duties as requested by the building principal.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills: The media specialist requires management and organizational skills in order to set up and maintain a school library. Excellent oral and written communication skills are required and the successful media specialist must be able to effectively present both orally and in written form to a variety of audiences.

Knowledge: The media specialist will have a comprehensive knowledge of and a demonstrated enthusiasm for literature appropriate to the age level served. A successful media specialist will have the knowledge of and ability to use and maintain all forms of equipment typically found in the media center environment.

Ability: The teacher/librarian must have the ability to remain flexible to changes in assignments or situations and demonstrated ability to use a computerized circulation system, catalog and information retrieval technology. Additionally the ability to effectively present information and respond to questions from a variety of groups in an inclusive and interactive manner is required. The ability to solve practical or complex problems and deal with a variety of concrete and abstract variables is critical. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form is required.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; is required to have precise control of fingers and hand movements; experiences regular interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, and stand for periods of time. This position requires some lifting and carrying. The job is performed primarily indoors under minimal temperature variations with limited potential of exposure to bodily fluids and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Experience Classroom teaching experience

Education Bachelor’s Degree from an accredited college/university with an endorsement as Library Media Specialist.
Specific training in library/media services
Valid Washington State Teacher Certification

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing
None

FLSA Status:

Continuing Ed./Training
150 clock hours every five years required to maintain certification.

Classification History: Developed: 1/06
Revised: 6/23
Approved: Salary Range: Based on Washington State LEAP Schedule and SCEA Bargaining Agreement

Certificates
Valid Washington State Teacher Certification

Clearances

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.