

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Library Media Teacher**Classification:** Certificated**Reports to:** Site Principal**Range:** Certificated Salary Schedule

SUMMARY

Instruct pupils in the choice and use of library materials.

SPECIFIC RESPONSIBILITIES

1. Provide leadership in the development and implementation of a cooperative program of planning and teaching in the school as the basis for integrating information skills, literature, and library media center use with the curriculum
2. Provide instruction to students as needed for the purpose of developing efficient library media center users
3. Provide leadership in the development and implementation of a school-based information skills plan
4. Direct the school library media center staff to contribute to the stated educational goals of the school
5. Organize and supervise procedures for the acquisition, organization and circulation of learning resources through efficient and systematic technical and clinical support services
6. Review, evaluate, and select learning resources, including instructional media, appropriate to student interests and curricular needs
7. Serve on district book and media evaluation committees, curriculum committees and textbook evaluation committees
8. Coordinate the end of year inventory and assume responsibility for year end reports or other reports to administrators as requested
9. Map and weed the library's collection annually
10. Keep informed of the latest trends and developments in library media programs and services by attending workshops and conferences
11. Actively participate in professional organizations
12. Prepare and administer the budget of the Library Media Center
13. Perform other duties as assigned by the principal