CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Elementary School Library Media Teachers

Elementary School Library Media Teachers are responsible to the Director of K-12 Curriculum and Instruction for administrative and instructional matters. Elementary School Librarians assigned to a single site shall be evaluated by the site administrator or his/her designee on the basis of how their performance conforms to the California Standards for the Teaching Profession.

Elementary School Library Media Teachers assigned to multiple sites shall be evaluated by a site administrator assigned by the appropriate Assistant Superintendent or his/her designee.

Alternatively, qualified first year library media teachers may be evaluated by a coach from the Peer Assistance and Review Program.

The duties and responsibilities of Elementary School Library Media Teachers are as follows:

1. to establish, in cooperation with the Director of K-12 Curriculum and Instruction or his/her designee (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:

    a. being present on campus during contractually designated time;
    b. attending job-related meetings and activities;
    c. submitting accurate forms, reports and other required documents;
    d. complying with mandatory child abuse reporting laws;
    e. adhering to State adopted curriculum and standards.

3. to plan and carry out the school library program within the philosophy of the District's Library/Media Services Program.

4. to report promptly to the principal (or an individual designated by the principal) any serious accident or illness affecting students.

5. to maintain adequate and current collections for students and teachers within the limitations of funds available.

6. to promote the use of books and other instructional materials in curriculum-related activities.

7. to create a laboratory atmosphere which will encourage investigation.

8. to supervise classified personnel employed in the library.

9. to instruct students in the use of the library.

10. to instruct students in study and research skills.

11. to assist teachers in selecting and using instructional materials.

12. to consult with students, teachers and parents.

13. while on a site is responsible to the site administrator for the care, control, and instruction of the students in his/her charge.

14. to respect the individuality of the children.

15. to maintain conditions and practices in the library which positively affect the physical and mental health of the children.

16. to report promptly to the principal (or individual designated by the principal) any factors which prevent the full exercise of duties and responsibilities.

17. provide and maintain adequate lesson plans and instructions for a substitute.

18. to attend job-related meetings and activities specified by the Director of K-12 Curriculum and Instruction and/or his/her designee and/or by the principals of the schools served.

19. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.