CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Secondary School Library Media Teachers

Secondary School Library Media Teachers are responsible to the school Principal for conducting the school library program within the administrative and instructional philosophy of the school and of the District Library/Media Services Program.

Secondary School Library Media Teachers shall be evaluated by the principal or his/her designee on the basis of how their performance conforms to the California Standards for the Teaching Profession.

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 Secondary School Library Media Teachers are as follows:

1. to establish, in cooperation with the principal 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 Services Program.

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

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

6. to be an active member of the school's faculty, a member of the teaching team.

7. to have knowledge and understanding of the curriculum and educational goals of the District and of the school to which the library media teacher is assigned.

8. to understand the need for sequence and articulation at the different levels of instruction and make provisions for this need with faculty and feeder school librarians.

9. to participate in school curriculum planning.

10. to interpret the library program and its needs to both administrators and teachers.

11. to keep abreast of professional innovations in the field of librarianship and to implement changes in library program as necessary for the improvement of the educational program.

12. to maintain (within budget limitations) a well-rounded collection of materials in the areas of curriculum, reference and current student interests.

13. to promote the use of books and other instructional materials in curriculum-related activities and provide a circulation system which makes them easily available to students and teachers.

14. to create an atmosphere which will encourage investigation and enjoyment in reading and learning.

15. to supervise library personnel, formulate and manage a library budget, plan, organize and supervise the library facility.

16. to coordinate the use of the library by classes for orientation in library and research skills, and other presentations as mutually agreed upon by teachers and librarians.

17. to provide a program of instruction to staff and student assistants.

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

19. to attend job-related meetings and activities specified by the Principal, and/or the Program Administrator, Library/Media Services.

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