

**SAN MATEO COUNTY OFFICE OF EDUCATION
TEACHER ON SPECIAL ASSIGNMENT, LIBRARY AND MEDIA LITERACY**

JOB SUMMARY

The San Mateo County Office of Education provides Library Services serving School Districts in need of professional library support. Under the direct supervision of the Executive Director, Research and Systems Planning, the Library and Media Literacy Teacher on Special Assignment will coordinate, develop and deliver services to schools and districts including training to library staff, overseeing materials selection, evaluating and supervising personnel and providing leadership in library policies and operations.

ESSENTIAL DUTIES

- Provide support and guidance to library staff in contracting elementary school districts, including program planning, materials selection, and training for library personnel and volunteers;
- Assist in the development and implementation of library programs, projects, and services including development of district library plans and policies; assist school districts in complying with State and federal requirements;
- Plan, organize, and implement training activities, instructional resources, and professional development programs for library media teachers, paraprofessionals, and library clerical assistants;
- Convene job-alike group meetings for library media teachers, library assistants, and paraprofessionals. Provide consultation and technical assistance on library resources, legislation, and standards;
- Develop Web services and online training materials for school library media teachers, paraprofessionals, and library clerical assistants;
- Assist districts with the design and implementation of library automation and selection of appropriate technologies for school libraries;
- Collaborate in the digital media partnership with Peninsula Library System in developing and implementing Library Links for Education Program which makes public library databases easily available to San Mateo County students and teachers;
- Create and maintain collaborative working relationships with district and school staffs, appropriate public or private agencies, and community organizations to promote literacy;
- Develop and coordinate county-wide reading and book campaigns in collaboration with local libraries and community organizations;

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Organization, coordination and implementation of the programs, training activities, instructional resources and support functions of school library services including materials selection and maintenance;

- Current research and best practices on techniques and strategies related to library services;
- Library plans, program planning and compliance with local policies, State and federal guidelines;
- Technology as related to library services including automation, internet research, web services and online training;
- Principles, theories, standards, practices and strategies for Media Literacy.

SKILLS AND ABILITY TO:

- Provide consultation and technical assistance concerning library services and related content, standards, requirements, principles, practices, techniques and procedures;
- Design, develop, implement and conduct effective training and professional development activities for faculty, staff and administrators concerning library services;
- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and interest groups;
- Facilitate groups in planning, problem solving and decision-making;
- Demonstrate tact, patience and courtesy at all times;
- Analyze situations accurately and adopt an effective course of action;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Work independently with little direction;
- Communicate effectively orally and in writing
- Operate computer, presentation equipment and software, office equipment, and other instructional technology at an advanced level;
- Prepare and maintain various records, reports and files.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in job-related area required;
- Master's degree in job-related area preferred;
- Three or more years of experience as a school library media teacher or school librarian.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Library Media Teacher Services credential or valid California credential authorizing school library services.

WORKING CONDITIONS: The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Indoor and outdoor work environment;

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- Minimal temperature variations in a generally hazard free environment and clean atmosphere;
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation

PHYSICAL DEMANDS:

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment;
- Read printed material and computer screens;
- Extended periods of sitting, standing, walking and/or remaining in a stationary position;
- Position self to access office equipment, materials, and files;
- Stamina and agility to push, pull, lift, carry or move up to 50 pounds occasionally;
- Climbing, balancing, squatting, twisting, turning, bending, kneeling, crawling and stooping;
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;
- Hearing, speaking, observing and significant fine finger dexterity.