

ONTARIO-MONTCLAIR SCHOOL DISTRICT

LIBRARY MEDIA TEACHER

GENERAL PURPOSE

Under the direction of an assigned administrator, coordinates, implements and oversees the operation and maintenance of the school library program; organizes, provides and maintains library media services, materials and equipment to meet the instructional and informational needs of students and faculty; coordinates, implements and conducts instruction in-services for staff/students in the effective use of information resources.

ESSENTIAL JOB FUNCTIONS

- Organize, provide and maintain library media services, materials and equipment to meet the instructional and informational needs of students and faculty.
- Coordinate and oversee the use of automated and manual instructional materials and related audio visual equipment.
- Select, acquire, catalogue, check out and assure the timely return of textbooks and other instructional materials and equipment according to established guidelines and procedures.
- Coordinate, implement and conduct instruction services for students in the effective use of information resources.
- Provide reference services and reading selection guidance to students and faculty.
- Communicate with students, parents and District personnel to exchange information and resolve issues or concerns related to library services, information resources, instructional materials and equipment, school curriculum, educational programs and assigned activities.
- Compile information and prepare and maintain a wide variety of financial and statistical data, records and reports related to library materials, equipment, activities and services.
- Process a variety of forms and applications related to library activities.
- Monitor inventory levels of library supplies, equipment and textbooks; order supplies and equipment as necessary.
- Coordinate and oversee the ordering, processing and distribution of textbooks.
- Prepare and maintain the library media budget.
- Monitor and record expenditures.
- Train and provide work direction and guidance to assigned library personnel and student assistants.
- Operate a variety of office and library equipment including a computer and assigned software.
- Plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers.
- Develop programs for and deliver staff development for school library services.
- Coordinate or supervise library programs at the school or district level.
- Train and provide work direction and guidance to classified personnel assigned school library duties.

QUALIFICATIONS

Knowledge of:

- Library methods, procedures, terminology and related technology.

- Standard library reference sources and media products used in libraries.
- Correct labeling and shelving processes for fiction and nonfiction books and materials.
- Library inventory principles and practices in an automated environment.
- Operation and use of library equipment, systems and support tools, including standard reference tools and materials.
- Methods and techniques for conducting Internet research.

Ability to:

- Develop, catalog, organize, and maintain a variety of library and multimedia material.
- Process and shelve library materials.
- Perform a variety of technical and clerical library functions.
- Provide an environment for students to develop an appreciation for literature and reading.
- Work independently with little direction.
- Use time management techniques to organize and prioritize work.
- Maintain consistent, punctual, and regular attendance.
- Communicate effectively both orally and in writing.
- Monitor students and assigned staff in the library and off-campus for school related activities.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain effective and harmonious working relationships with students, fellow employees, teachers, and administrators.

Education, Experience and Credentials:

- Possession of a Valid California Teacher Librarian Services Credential and California Multiple Subject or Education Specialist Teaching Credential.
- Certification acknowledging expertise in the field of English Language Development such as CLAD or BCLAD.
- Meet the requirements of a "Highly Qualified Teacher" under the Federal No Child Left Behind regulations.
- Minimum of three years successful classroom experience with students.

License Requirement:

Possession of a valid California driver's license and the ability to maintain insurability under the district's liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: November 5, 2015