JOB DESCRIPTION

Tahoe Truckee Unified School District

Teacher Librarian

Purpose Statement

The Teacher Librarian collaborates with teaching staff in the development of student literacy through the administration of the library media program, provides specialized instruction to students and teaching staff, and oversees the selection, organization, utilization, and maintenance of library, information, and curriculum resources. The Teacher Librarian reports to the site principal, works with the Executive Director of Educational Services, other school librarians, and district curriculum and technical staff to coordinate library and educational technology programs. The Teacher Librarian interacts daily with students, teachers, parents, administrators, and other district staff.

Essential Functions:

- Reinforces strategy-based reading instruction to help students make meaning from text, and supports student interaction with a variety of genre as reflected in district curriculum guides.
- Collaborates with classroom teachers in the preparation, presentation, and evaluation of units or assignments that utilize information resources.
- Provides instruction for students and staff in the use of print and electronic reference tools and information literacy processes.
- Assists staff with the purchase and distribution of instructional materials.
- Assists staff and students with strategies for intellectual access to information and ideas for learning (finding, judging, and using information) that they can use within and beyond school settings.
- Provides information and instruction in areas of information literacy, the Research Cycle, Acceptable Use Policy, ethics, intellectual property and copyright, and the use of educational technologies.
- Promotes the integrated use of technology as a learning tool.
- Works with technology support to create and maintain the Library website.
- Selects, implements and coordinates various technological and organizational systems to provide ease of access to information resources.
- Creates and implements procedures for library media center operations including, but not limited to: planning and evaluation, budgeting, access, student and teacher use, instruction, services, facilities, and collection development (selection, acquisition, cataloging, processing, inventory, weeding).
- Selects and prepares background materials and resources for use by individual students, small groups and full classes of students as requested by teachers for the purpose of facilitating independent research and study.
- Develops and maintains a diverse library collection of print, non-print, and electronic resources to support curricular needs, the development of student literacy, and the interests of the students, using up-to-date review sources and selection practices.
- Schedules the library media facilities for instruction and supervises student use of the facilities.
- Assists in the selection, assignment, and supervision of classified library media staff, volunteers, and student assistants.
- Directs district coordination between classified and certificated library staff.
- Models instructional strategies and coaches staff members in the integration of information literacy strategies and technology with curriculum.
- Participates in school and district technology committees, and/or participates in the site leadership committee and other curriculum committees.
- Implements student behavior management techniques and supervises students in a variety of activities.

Other Functions:

- Fosters the development of information finding, analyzing and problem-solving skills to support investigations and encourages users to become skilled creators of information and ideas.
- Promotes student and staff reading for information and pleasure; maintains a library culture that encourages appreciation of literature; supports school reading incentive programs, provides book talks and reading consultations for students and staff.
- Assists staff and students in using knowledge in meaningful ways for decision making and problem solving.
- Provides leadership, instruction, and consulting assistance in the use of literature, instruction and information technology.
- Encourages and fosters leadership in others.

- Coordinates and provides training activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.
- Explains and demonstrates a variety of instructional principles, theories, standards, guidelines, requirements, practices, procedures and techniques.
- Prepares and delivers oral presentations.
- Develops and implements activities to enhance educational effectiveness and student learning related to library media and technology.

Job Requirements: Minimum Qualifications Knowledge and Abilities

KNOWLEDGE of:

- National, state, and district standards, curriculum, and assessments;
- Library processes related to the acquisition, organization, storage, and retrieval of print and digital information instruction, assessment, and implementation of leading-edge information and communication technologies;
- General content knowledge related to curricular areas and sound instructional techniques for implementation of the district's curriculum;
- Effective strategies for facilitating the library skills of a diverse population of students with a variety of learning modalities;
- Multiple media processes; computer net works, computer hardware and software and basic troubleshooting strategies for these technologies.

ABILITIES:

- To prepare and maintain a variety of records including records on book costs, new books, and overdue books.
- To build collaborative and effective relationships with students, staff, parents, and the community.
- To integrate and use technology in the instructional program as well as the ability to teach and coach students, staff and others in the use of technology integration.
- To coach, support and assist K-12 classroom teachers in the implementation of the District's library media programs and related grants.
- To design, develop, implement and conduct training and staff development activities for faculty concerning library media/technology instruction.
- To conduct standards-based demonstration lessons for teachers.
- To interpret, applies and explains laws, codes, regulations, policies and procedures.
- To establish and maintain cooperative and effective working relationships with others.
- To analyze situations accurately and adopt an effective course of action.
- To meet schedules and timelines.
- To work independently with little direction; plan and organize work.
- To prepare and maintain various records, reports and files.
- Communicate effectively both orally and in writing.
- Operates a computer and assigned office equipment.

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. The person performing service in this position classification will exert 5 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move an object. This type of work involves walking or standing for extended periods of time with some bending, squatting, twisting, reaching and stooping. Persons performing service in this position will exert muscle power and will require arm-hand steadiness. Perceiving the nature of sound, near and far vision, depth perception, providing oral and written information in various modalities and forms, the manual/finger dexterity to operate equipment, and handle and work with various materials and objects that are important aspects of this job. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job. The job is performed under some temperature extremes and some hazardous conditions.

Experience

Experience as a high school classroom teacher and Master's degree is highly desirable, but not required.

Education

Bachelor's Degree from an accredited institution of higher education.
Required Testing

Pre-employment Proficiency Test
Continuing Education/Training
Training and attendance at workshops as appropriate.

Certificates & Licenses

Valid California Teacher Librarian Services Credential
Valid California Teaching Credential

Clearances

Criminal Justice/Fingerprint Clearance TB Clearance Pre-employment Medical Assessment Drug Screening.

Certificated Salary Schedule