



TEACHER ON SPECIAL ASSIGNMENT, LIBRARY AND MEDIA LITERACY

DEFINITION

Under the direction, coordinates, develops and delivers 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; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in planning and administering curricular programs in assigned subject area(s). Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides support and guidance to library staff in contracting elementary school districts, including program planning, materials selection, and training for library personnel and volunteers.
- Assists in the development and implementation of library programs, projects, and services including development of district library plans and policies; assists school districts in complying with State and federal requirements.
- Plans, organizes, and implements training activities, instructional resources, and professional development programs for library media teachers, paraprofessionals, and library clerical assistants.
- Convenes job-alike group meetings for library media teachers, library assistants, and paraprofessionals. Provides consultation and technical assistance on library resources, legislation, and standards.
- Develops Web services and online training materials for school library media teachers, paraprofessionals, and library clerical assistants.
- Assists districts with the design and implementation of library automation and selection of appropriate technologies for school libraries.

- Technology as related to library services including automation, internet research, web services and online training.
- Principles, theories, standards, practices and strategies for Media Literacy.

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.
- Collaborates 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.
- Creates and maintains collaborative working relationships with district and school staffs, appropriate public or private agencies, and community organizations to promote literacy.
- Develops and coordinates county-wide reading and book campaigns in collaboration with local libraries and community organizations.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university.
- Master's degree preferred but not required.

Experience:

- Three (3) or more years of experience as a school library media teacher or school librarian.

Licenses and Certifications:

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

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.
- 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.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.