JOB DESCRIPTION
Tahoe Truckee Unified School District

District Lead Librarian

Purpose Statement

The District Lead Librarian provides unified direction and oversight for library systems, programming, and services across all district sites. Serving as the primary Destiny Administrator and Resource Manager, this role ensures accountability for the tracking of all district curricular assets. In partnership with Educational Services, the District Lead Librarian strategically coordinates the procurement of adopted instructional materials, maximizing efficiency by identifying product redundancies and eliminating unnecessary resource bundles. This position supports staff development by providing onboarding and ongoing professional training to foster team consistency. The District Lead Librarian supports literacy and a passion for reading across TTUSD.

Essential Functions

- Assists staff with the purchase and distribution of instructional materials.
- Provides information and instruction in information literacy, the 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.
- Supports the selection and maintains a diverse library collection of print, non-print, and electronic resources to support curricular needs, student literacy development, and student interests, using up-to-date review sources and selection practices.
- Supports district coordination between classified and certificated library staff.
- Models instructional strategies and coaches library staff members in integrating information literacy strategies and technology into the curriculum.
- Promotes student and staff reading for information and pleasure; fosters a library culture that appreciates literature; supports school reading incentive programs; and provides book talks and reading consultations for students and staff.
- Provides leadership, instruction, and consulting assistance in the use of literature, instruction, and information technology
- May train classified personnel as needed

Job Requirements & Skills

- 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;
- Effective strategies for facilitating the library skills of a diverse population of students with a variety of learning modalities.
- Multiple media processes: computer networks, computer hardware and software, and basic troubleshooting strategies for these technologies.
- To prepare and maintain a variety of records, including records on book costs, new books, and overdue books.
- To coach, support, and assist K-12 classroom teachers in the implementation of the District's library programs.
- To design, develop, implement, and conduct training for library staff concerning library media/technology instruction.

Responsibility
Responsibilities include working independently under broad organizational guidelines to achieve unit objectives, collaborating with multiple libraries, and routinely utilizing significant resources from other work units to perform the job's functions. Responsibilities may occasionally fall outside the workday.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; significant fine finger dexterity, hearing, and speaking to exchange information and make presentations. The person performing service in this position classification will frequently exert 5 to 20 pounds of force.

Certificates & Licenses:
Valid California Teacher Librarian Services Credential
Valid California Teaching Credential

Education:
Experience as a high school classroom teacher
A master's is desirable, but not required

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications
Ability to travel to other sites/locations
Ability to work a flexible schedule based on district needs

Supervision
Curriculum, Instruction, Assessment Coordinator

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops as appropriate

Salary Grade
Stipend 6% based on article 13.20 of the CBA

Work Year
195