



## Teacher Librarian

Department/Division:	Educational Services
Reports To:	Executive Director—Educational Services/ Principal and/or Administrative Designee
Provides Direction To:	NA
FLSA Exemption Status:	Certificated
Date Prepared:	May 1, 2016
Date Adopted by Board:	June 1, 2016
Salary Range:	Certificated Salary Schedule + 5 days

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, and under the supervision of the Principal and/or Administrative Designee, this certificated, highly skilled teacher librarian will implement formal and informal instruction in literacy skills, reading and literature, and uses of instructional technology; collaborate with staff and provide professional development to develop and implement curriculum integrating a variety of instructional strategies; oversee the selection, organization, utilization, and maintenance of the library and learning resources; manage learning resources to provide equitable physical and intellectual access to information to ensure the academic success of all students and challenge students in their research, study, and lifelong learning; and perform other duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

The Teacher Librarian is directly responsible to the site principal and/or administrative designee, but will collaborate with the Assistant Superintendent of Educational Services and school staff in the development of 21<sup>st</sup> Century student literacy through the administration of the library media program. The roles of the Teacher Librarian are: a leader, a teacher, an instructional partner, an information specialist, and a program administrator. The Teacher Librarian will collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness. The Teacher Librarian will provide specialized instruction to students and teaching staff to empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users and creators of information. The Teacher Librarian will provide the support, leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Creates an atmosphere in both the physical and virtual library that clearly provides the support necessary to succeed in a next generation globally-based instructional teaching and learning environment.
- Participates in the curriculum development process at both the site and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards.
- Collaborates with teachers and students to design and teach engaging inquiry and learning experiences and assessment that incorporate multiple literacies and foster critical thinking.
- Participates in the implementation of collaborative planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities.
- Encourages and schedules class visits to the library, works with teachers to ensure successful visitations, and delivers whatever assistance is necessary during the visitation.
- Leads digital citizenship; guides digital content decisions; coaches teachers in digital citizenship and educational technology.
- Instructs students by using a variety of techniques and methodologies appropriate to student abilities while promoting high levels of achievement.
- Instructs students to incorporate the use of technology to make subject matter learning relevant and enhance student learning outcomes.
- Provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats.
- Provides expertise in the ethical use of information.
- Ensures equitable access and responsible use of information by developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school.
- Cooperates and networks with other libraries, librarians, agencies and stakeholders to facilitate access to resources outside the school
- Models effective strategies for developing multiple literacies such as information, text, advertising, media, online, etc.
- Provides an accurate and efficient retrieval system for library media materials.
- Evaluates, uses, and promotes existing and emerging technologies to support teaching and learning.

- Supplements school resources by connecting the school and the classroom with the global learning community, communicates with students and teachers, and provides 24/7 access to library services and digital resources including a school library web page.
- Provides guidance in software and hardware evaluation, and developing processes for such evaluation.
- Organizes the library's collection of resources for maximum and effective use.
- Defines library program policies.
- Plans for the continuous improvement and maximum efficiency and effectiveness of the school library program.
- Prepares, justifies and administers the school library program budget to support specific program goals.
- Provides and plans professional development opportunities within the school and the district for all staff.
- Provides a periodic library inventory report to the Executive Director of Educational Services and the Principal.
- Maintains current knowledge of educational research, materials and strategies by attending meetings, trainings, and conferences pertaining to library media science, including technology.
- Instructs pupils in the proper use, care and safe handling of library media materials; provides library orientation for students.
- Establishes and maintains standards of pupil behavior needed to promote a productive learning environment during independent visits and class sessions.
- Demonstrates organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines.
- Operates a computer, iPad, and other office equipment; experience with software packages and curriculum-based products and hardware related to the library program.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- School library programs and the guiding principles of the school library profession.
- Common Core State Standards, Curriculum Frameworks, Smarter Balanced Assessment along with instructional methods including knowledge of ways to use technology to support instruction and other functions throughout the school.
- 21<sup>st</sup> century learning skills and objectives; must have a strong background in the use of technology in the classroom, by both students and teachers.
- Knowledge, expertise, and demonstrated experience in the use of the most current web-based resources and educational apps.
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults.

- Educational trends and research findings pertaining to library media science as it relates to systemic change, professional learning communities, student achievement, assessment, and instructional technology.
- Leadership and facilitation skills
- Expertise in digital citizenship.
- Oral and written communication skills in English. Effective oral communication to conduct meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

**Ability to:**

- Perform all essential duties of the position.
- Plan, organize and lead professional development.
- Assist District leadership in developing and implementing library media science program to serve the needs of students and faculty.
- Focus on student learning and success.
- Demonstrate uses of instructional technology to address library media science instruction and learning styles.
- Understand and promote respect for and licensing of intellectual property, including explaining copyright, Creative Common, and fair use.
- Maintain frequent and timely communication to stakeholders through the school and library media website, parent newsletter, e-mail, and other formats.
- Align the library media program goals and objectives with the school and district long-range strategic plans.
- Maintain active memberships in professional associations
- Collect and analyze data to improve instruction and to demonstrate correlations between the school library media program and student achievement.
- Effectively manage personnel, resources, and facilities.
- Maintain an effective, collaborative learning climate at the schools with students and staff.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Analyze problems and issues and develop appropriate solutions.
- Prioritize, plan, and coordinate work to meet deadlines.
- Communicate effectively both orally and in writing in English.
- Travel to various District locations and school sites.

**EDUCATION, TRAINING, AND EXPERIENCE**

Bachelor's degree, including all courses needed to meet credential requirements. Current valid secondary teaching credential (single-subject) and current valid teacher librarian services credential. Master's Degree, preferred.

Minimum of three (3) years full time successful teaching/and or/ successful school library experience at the secondary level. Minimum of one (1) year of successful experience in a lead position that demonstrated leadership ability, knowledge/experience in curriculum, staff development, technology, and expertise in library media science instruction.

**Licenses/Certificates/Special Requirements:**

Valid California Teaching Credential with appropriate authorizations

Teacher Librarian Services Credential

NCLB Compliant

English Language Learner authorization.

Instructional technology skills

Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 50 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

**Mental Demands**

While performing the duties of this position, the employee will regularly be required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals. Some stress may be encountered while performing the duties of this position.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor or classroom environment, and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical conditions which are moderately quiet, but will occasionally encounter a loud, noise level both indoors and outdoors., The employee occasionally drives to District sites, training facilities, meetings and other locations as needed. The employee is subject to constant interruptions.

## **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.