

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/14	<u>TEACHER, LIBRARY</u>	1.4.3.1 A
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Primary Function:

The Teacher-Librarian administers the Library Information Technology (LIT) program to support Information Literacy and Common Core Standards. Teacher-Librarians provide instruction, services and resources which enable students and staff to become lifelong, independent users of information in print and digital formats.

Supervised By:

School Administrator(s)

Leads:

Library Media Assistant(s)

Essential Functions:

Information and Technology Instruction

- E-1 Teach essential information and technology skills to ensure that students and staff are effective users and producers of information and ideas.
- E-2 Educate students and school staff to be safe, ethical, and responsible citizens in a digital environment.
- E-3 Design learning experiences that apply content knowledge to real world issues.
- E-4 Teach staff and students strategies for accessing, evaluating, and using information and ideas within and beyond the school setting.
- E-5 Guide teachers in the implementation of Common Core Standards and Information Literacy Standards.
- E-6 Promote and instruct students and staff in the use of emerging learning technologies.
- E-7 Promote program goals, such as: Implementation of Common Core State Standards, Information Literacy skills, technology integration, CyberSafety and Digital Citizenship.
- E-8 Design and teach lessons based on district curriculum and standards.
- E-9 Assist teachers in the implementation of a variety of instructional materials and techniques to address the different abilities of students.

Literacy Advocacy

- E-10 Promote and maintain a pervasive reading culture and literature appreciation.
- E-11 Support and reinforce literacy instruction with a variety of formats, genres, and informational text.
- E-12 Provide access and outreach opportunities to staff, students, and the community through author visits, literacy fairs, book clubs, web pages, eBooks, and online resources.

High School Program Administration

- E-13 Provide open and equitable access to resources, technology, and information services for the entire school community.
- E-14 Create and implement procedures for library operations including, but not limited to: planning and evaluation, budgeting, access, student and teacher use,

- instruction, services, facilities, and collection development (selection, acquisition, processing, inventory, weeding).
- E-15 Develop and maintain a diversified library collection of print, non-print, and digital resources to support curricular needs and student literacy by using established, professional selection practices as defined by: Oregon School Library Standards, American Library Association, American Association of School Libraries-Information Literacy Standards, International Society for Technology in Education Standards, Common Core Standards, and Comprehensive School Improvement Plans.
 - E-16 Assist in the selection, assignment, and supervision of classified library staff, volunteers, and student assistants.
 - E-17 Solicit staff input regarding resource selection, library access, and scheduling.
 - E-18 Organize systems and facilities for efficient access, circulation, and use of instructional materials, equipment, and technology by students and staff.
 - E-19 Educate community on Library Information Technology (LIT) program as part of the school's total educational program.
 - E-20 Publicize progress toward program goals, such as: Implementation of Common Core Standards, Information Literacy skills, technology integration, CyberSafety, and Digital Citizenship.
 - E-21 Manage the library budget and maintain accurate financial records.
 - E-22 Maintain the content for the school library website and communicate to students, staff, and parents how they can access the website.
 - E-23 Oversee the distribution and maintenance of the textbook collection.

K-8 Area Library Advisor

- E-24 Visit each middle/elementary school library twice per semester (minimum).
- E-25 Review library book, textbook, and A/V collections.
- E-26 Review annual school library collection analysis and weeding practices.
- E-27 Oversee school library purchases from approved district vendors.
- E-28 Oversee and update online book cart orders.
- E-29 Review Read-Aloud and Book Talk implementation plans.

Professional Obligations

- E-30 Work in collaboration with Teacher-Librarians through Professional Learning Communities (PLC) to provide an integrated and coordinated District program.
- E-31 Provide leadership, instruction, and technical assistance in the use of literature, leading-edge instruction, and information technology.
- E-32 Model instructional strategies and coach staff members in the integration of information literacy strategies and technology with curriculum.
- E-33 Participate as a learner and teacher in school and district meetings, in-service, and committees.
- E-34 Work with district curriculum and technical staff to coordinate literacy and information technology programs.
- E-35 Initiate and participate in learning opportunities through membership in professional organizations.
- E-36 Keep abreast of new and emerging technologies related to education.
- E-37 Submit an annual Library Information Technology (LIT) program report to school administrators.

Additional Functions

- A-1 Performs other duties as assigned.

Minimum Qualifications:

- a) Valid and current Oregon Teaching License with a K-12 Library Media endorsement
- b) Master's degree preferred
- c) Demonstrated ability to:
 - a. Organize and manage a library collection.
 - b. Use an automated library circulation system.
 - c. Effectively design and deliver curriculum using instructional technology.
 - d. Plan and work with staff to implement an integrated curriculum.
 - e. Select, order, and process new library resources.
 - f. Assist students with selecting appropriate materials and information to meet their needs, interests, and abilities.
 - g. Establish and maintain standards of student behavior needed to provide an orderly, productive, and safe environment for learning.
 - h. Lead the work of classified library staff, student aides, and library volunteers.
 - i. Work with children and families who are developmentally, culturally, linguistically, and racially diverse.
 - j. Participate in professional learning opportunities.

Work Environment:

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Light/medium. Exert force to 10-50 lbs. frequently, and up to 25 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and emotionally fatiguing.

Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignment.

Minimum Term of Employment:

Dependent on the employee's status and the terms of the current licensed employee collective bargaining agreement.

Salary Level:

Placement on the current Salem-Keizer Public Schools licensed employee salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for evaluation of licensed personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____

Date _____