

JOB TITLE:

School Librarian

GENERAL SUMMARY:

Under the direction of the School Principal, designs, develops and delivers formal and informal instruction in literacy skills, reading and literature, and uses of instructional technology; to collaborate with staff to develop and implement curriculum, integrating a variety of instructional strategies and learning resources; to manage learning resources to provide physical and intellectual access to information; and to perform other duties directly related to this position description.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

General:

Fosters competence and interest in reading and literature and in the use of information resources and instructional technology.

Provides instruction based on and integrated with District objectives, utilizing school library media curriculum and learning resources.

Teaches information literacy skills which enable students to complete instructional tasks and explore personal interests.

Provides reading and media activities to develop a critical appreciation of the value of literature and information resources.

Works with staff to develop and implement instructional activities through integration of information literacy skills and learning resources in all curriculum areas.

Participates regularly in school site and District level curriculum development.

Works with staff in the design, production, implementation and evaluation of instructional units.

Provides leadership in the assessment, evaluation and use of learning resources and instructional technologies.

Additional Related Duties/Responsibilities:

Provides maximum access to learning resources for students and staff and provides opportunities which encourage critical use of learning resources.

Develops policies, procedures, and service patterns that provide maximum access to learning resources.

Provides a wide range and variety of learning resources that meet the specific goals and objectives of the instructional program and the changing needs and interests of students and staff.

Facilitates access to learning resources outside the school by networking with other schools and information agencies.

Provides information services and resources to assist staff in their knowledge and educational trends, developments, techniques, research and experimentation.

Organizes and maintains an attractive library media center environment.

Working Conditions:

Ability to work at a desk, conference table or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading texts, correspondence, documents and other printed matter and observing students.

Ability to hear and understand speech at normal levels.

Ability to communicate so others will be able to clearly understand normal conversation.

Ability to bend, crouch, kneel to assist students pushing/pulling and lifting of instructional equipment and supplies, sitting in chairs and/or floor, reaching in all directions and leaning over desks for prolonged periods of time.

Ability to lift up to 25 pounds.

Ability to carry up to 25 pounds.

Moderate to high stress level.

Environmental Conditions:

Work is predominantly in library/media center, school environment.

Temperature – normal climate.

Contacts:

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

Occupational Certificates/Licenses:

Holds an appropriate California Library Services Credential or valid emergency certification issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.