INFORMATION SHEET 4/23/2018 TRUSTEES' MEETING

To: Board of Trustees

From: Jim Bridges and Nancie Castro

Re: Certificated Librarian/Media Specialist Position and Job Description

Overview

According to Education Code 18100, every district must have a certificated librarian or contract with a public agency. The CTC has clarified that all school districts that operate their own school libraries must employ credentialed school librarians to perform the professional duties. We plan to hire a Certificated Librarian/Media Specialist for the 2018-19 school year and have prepared the attached Job Description.

Recommended Action Approve the position and job description for the Librarian/Media Specialist.

JOB DESCRIPTION

POSITION: Librarian/Media Specialist
SALARY PLACEMENT: Teacher Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

- Valid Prerequisite Clear California Teaching Credential
- Teacher Librarian Services Credential or willing to successfully complete a Library Services Credential Program within required time limit
- English Learner Credential Authorization

DESIRABLE EXPERIENCE:

Experience working in schools with school age students or library related experience with an expertise in technology.

SUMMARY OF POSITION:

Under supervision of the Coordinator of Curriculum, serve as district librarian. Provide coordinating library media services to school sites; maintain and improve library media program and services.

SKILLS AND ABILITIES:

1. Utilizes proper English usage, grammar, punctuation, spelling, and English speaking skills.
2. Knowledge of District policies, rules, and regulations.
3. Works with teachers, students, District personnel, and general public in a pleasant and cooperative manner.
4. Understands and follows complex oral and written instructions and completes assignments in an independent manner.
5. Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
6. Plans, organizes, and coordinates assigned tasks to meet established timelines.
7. Maintains professional confidentiality and works collaboratively with peers.
8. Organizes staff development in areas of library usage and technology. Presents these lessons to teachers and/or students.
9. Possesses knowledge of library terminology, procedures, and practices.
10. Possesses knowledge of a computer and data entry and retrieval techniques.
11. Possesses knowledge of procedures used in purchasing library materials and curriculum.
12. Possess knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and district objectives.

ESSENTIAL FUNCTIONS:

1. Makes selections of library books for the District and oversees the collection development in the school libraries.
2. Orders other materials for school libraries based on identified regular and supplemental curriculum needs. Approves recommendations for new book selections from teachers and staff.
3. Works with Librarian Aides and teachers to implement instruction of students in the proper use of the library; may assists students in appropriate selection of books and materials or with research projects.

4. Leads and works as a team with the Library Aides at the school sites to provide support to school site regarding technology and information literacy skills.
5. Develops students' research skills, guided inquiry, citations, and use of technology.
6. Leads and coordinates with other staff members and teachers to provide career information to students.
7. Collaborates with teachers to design lessons of instruction that will enable students to become effective users of information and will ensure the integration of information skills throughout the curriculum.
8. Promotes reading for literacy, for pleasure, and for academic informational needs.
9. Supports teachers with online career pathway activities and activities related to internet use and technology.
10. Provides online technology and career pathway instruction and designs learning experiences for all students. Supports teachers to implement new technology as appropriate to enhance instruction.
11. Trains and supports Library Aides in the maintenance and operation of a variety of library/media center equipment including bar code readers and computers.
12. Oversees and supports the Library Aides in the textbook and student device inventory.
13. Establishes and maintains standards for pupil behavior needed to achieve a functional learning atmosphere.
14. Maintains professional competency through participation in professional development.
15. Administers examinations as mandated by the Board of Trustees and the state.
16. Performs basic attendance accounting and business services as needed.
17. Plan and coordinate the work on student aides, teacher aides, and other paraprofessionals.
18. Develops as a professional educator.
19. Maintains a standard of professional behavior as an example to students.
20. Supports and abides by school and District policies and procedures.
21. Performs extracurricular duties as assigned.
22. Performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO:
Coordinator of Curriculum

PHYSICAL ENVIRONMENT:
Must be able to stand, walk, sit and lift up to 25 lbs. (i.e., supplies, etc.), bend, twist, reach and stretch, elbow flexion and extension, should extension and flexion, back lateral flexion, able to operate office machines and equipment, demonstrate manual dexterity necessary to operate calculator, typewriter, and computer keyboard, clear vision, hearing and speaking.

WORK ENVIRONMENT:
Work indoors in a standard office environment, computer lab and/or classroom environment. Work may be performed indoors and outdoors. Work involves a high volume of responsibilities that may require working without direct and/or constant supervision. Exposure to childhood and other diseases in a school environment. Exposure to dust, oils, and cleaning chemicals. May be requested to work outside of normal workdays and office hours. This position requires working at multiple sites which would require the employee to drive with his/her own insured personal automobile for transportation.

SPECIAL REQUIREMENTS:
- Maintain a valid California driver’s license

SALARY:
- Placement on Teacher Salary Schedule – Days beyond the regular teacher work year paid at per diem rate.
- Contracted days: 183 Days.

BOARD APPROVED:
Pending