

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

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|--------------------|-----------------------|------------------------|-------------------------|
| TITLE: | Library Media Teacher | REPORTS TO: | Site Principal |
| DEPARTMENT: | Various School Sites | CLASSIFICATION: | Certificated |
| FLSA: | Exempt | SALARY GRADE: | SDEA Salary Schedule |
| ISSUED: | July 26, 2005 | | |

BASIC FUNCTION:

Operate an integrated library and informational technology program that provides library, media, and technology resources which guides students and staff toward gaining knowledge and skills that will allow students to become productive citizens.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Maintain a library media center with policies and procedures that facilitate maximum use of services and resources; provide students and faculty with full accessibility to the information technology resources. **E**

Plan and coordinate the selection, acquisition, organization and circulation of a collection of information resources and technologies in accordance with State curricular frameworks, student interests and needs, district goals, and school objectives. **E**

Provide instruction, training, information, technical expertise and guidance to students, staff, and others in the school community to promote the value and optimum use of resources, services, and information technology available in the Library Media Center. **E**

Support student achievement through teaching and collaborative planning with certificated staff and other members of the school community. **E**

Design, develop, and teach programs that encourage reading for enjoyment and information; assist students and staff in the selection and effective use of books, media, and other information technologies to develop reference and study skills. **E**

Provide in-service training and information for teachers on communication tools to engage students in reading, the development of innovative instructional activities, and integration of resources and technology into the curriculum. **E**

Model and promote the principles of intellectual freedom and ethical/legal use of information. **E**

Develop and direct a plan for continuous collection of information resources and an evaluation process that is collaborative with students, teachers, administrators, and parents. **E**

Plan and supervise assignments for paraeducators, volunteers, and student teachers and provide feedback to building administration as requested. **E**

Create an environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students. **E**

Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation. **E**

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities. **E**

Maintain an ongoing program of professional growth that satisfies credentialing district requirements and personal expectations as a professional. **E**

Participate in the contractual teacher evaluation process in accordance with the collective negotiations contract. **E**

Attend building and district meetings to promote communication and mutual decision making among the staff; said meetings to be conducted in accordance with the Collective Negotiations Contract. **E**

Serve on district committees that develop curriculum and enhance instruction; committee work, which is beyond the regular school day, will follow guidelines in the Collective Negotiations Contract. **E**

Attend established traditional school-sponsored activities (e.g. Back to School Night, Open House, programs, activities) in accordance with the Collective Negotiations Contract. **E**

Keep abreast of current developments, emerging practices, innovations and research in library/media, information technology and education fields. **E**

Contribute to decisions made by the district and the building regarding budget, facilities, curriculum, and personal well being. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION, EXPERIENCE, LICENSES AND OTHER REQUIREMENTS:

Any combination of training, experience, and/or education which meets the requirements for obtaining a valid California Library Media Teacher Services credential. Successful classroom teaching experience and experience conducting staff development is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Library Media Teacher Services credential.

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library and media procedures, practices and processes.

Methods of research and collection development of information resources.

Methods for maintenance of print and media resources.

Inventory practices and principles.

Library reference materials and sources.

Modern media materials and equipment, including educational on-line resources.
District curriculum, reading levels, and appropriate reference materials.
Effective teaching strategies and techniques which integrate information technology.
Training methods and techniques.
State and Federal laws pertaining to the safety and protection of students.
Procedures for handling students in special situations.
Emergency procedures associated with the library and school site.

ABILITY TO:

Develop and maintain rules and policies applicable to a library/media center.
Develop, use, and teach library and media systems technology.
Operate computer systems and functions.
Assist students and staff using library and technology resources.
Maintain accurate budget, records, and reports.
Train and supervise staff and others assigned to the library.
Communicate effectively orally and in writing and exhibits a command of the fundamentals of the English language.
Establish and maintain cooperative and effective working relationships with others.
Adhere to work hours described in the collective negotiations contract.
Keep abreast of changes in area of instruction and library media.
Maintain current knowledge of applicable provisions of applicable Federal, State, and District laws, rules, and regulations.
Display the use of good judgment and decision-making.
Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.

WORKING CONDITIONS:

ENVIRONMENT:

Working environment as defined by the program and the facilities.

PHYSICAL REQUIREMENTS:

Sitting or standing for extended periods of time; sufficient mobility for prompt changes of position required to maintain order and discipline; communication to exchange information and make presentations.

Job Code 2465
CE