

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**

**Position Description**

---

<b>Title:</b>	Library Media Teacher, Grades 6-12	<b>Reports to:</b>	Site Principal or Designee
<b>Department:</b>	School Site	<b>Classification:</b>	Certificated Bargaining Unit
<b>FSLA:</b>	Exempt	<b>Work Year:</b>	Certificated Bargaining Unit
<b>Board Approval:</b>	October 25, 2005	<b>Salary:</b>	Certificated Bargaining Unit Schedule

---

**Basic Function**

The Library Media Teacher provides and manages an information rich library-media environment enabling students and staff to become effective users of ideas and information and to become literate life-long learners.

**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 position, but is intended to accurately reflect the principal job elements.)**

Implements information literacy standards as the basis for instruction in the school library media program. **E**

Understands the curriculum frameworks and content standards and collaborates with teachers to develop resource-based lessons and/or units using print and electronic resources. **E**

Models appropriate instructional strategies in regard to student learning styles, abilities and needs. **E**

Instructs students in the organization, procedures and uses of the library. **E**

Instructs students and staff to conduct research using appropriate research processes, including the ethics of copyright and fair use concepts, and the creation of bibliographic citations. **E**

Instructs students, teachers and parents in the strategic use of the library's online public access catalog, online subscription databases and other electronic resources for research and class assignments. **E**

Instructs students how to use and evaluate books, media, and electronic resources, as well as to evaluate web sites for authority, accuracy, currency, bias, and usefulness. **E**

Works with teachers and parents to build a community of readers and lifelong learners by promoting critical reading, listening and viewing among students. **E**

Has knowledge of and maintains skills in current literature in technology and library information science. **E**

Serves on relevant committees, such as curriculum and departmental committees to coordinate and consult with the teaching staff as to their needs and the requirements of the curriculum, and attends site and district meetings, as requested by the principal. **E**

Serves as a member of the school's technology planning and implementation team. **E**

Assumes a leadership role in developing and implementing district/school library resources selection and acceptable use policies adopted by the governing board. **E**

Develops an attractive, inviting, and stimulating library atmosphere, including student work displays reflecting collaboration between the library and the classroom. **E**

Organizes events and library activities to promote independent reading. **E**

Maintains a school library web site, providing digital resources for students, staff and school community. **E**

Assesses and develops the library media center's collection of print and electronic informational resources to align with the needs of curriculum, students, staff and the school community. **E**

Establishes, implements, and maintains policies for the operation of the library services, in consultation with the administration and classroom teachers. Such policies will cover the selection (purchasing), and reconsideration (de-selection, weeding, discarding) of materials and equipment. **E**

**Library Media Teacher, Grades 6 – 12**

Page 2

Supervises and provides training for library assistant(s), volunteers, and student’s assistant(s). **E**

Manages an annual budget, including district, state and local funding sources and participates in applying for other funding resources such as grants. **E**

Conducts regular inventory of the collection and documents annual circulation. **E**

Provides regular overview of the content and relevance of the collection in relation to the needs of the school and its usage, and conducts annual evaluation of the library/media center program. **E**

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to the following:

**LICENSES AND OTHER REQUIREMENTS:**

Holds a valid California teaching credential

Holds a valid California credential authorizing service as a library media teacher

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- national, state and district standards, curriculum, and assessments.
- sound instructional techniques for implementation of the school’s curriculum.
- library classification, selection tools, and cataloging procedures.
- the principles and practices of library management, work organization, and supervision.
- an online library environment, including automated library systems, electronic resources and online searching for reference services.
- Windows applications, web authoring programs.

**ABILITY TO:**

- develop and administer an effective library media program as identified by the California School Library Association and the American Library Association.
- teach and assess the research process.
- supervise students and library volunteers in a variety of activities.
- establish and maintain effective working relationships with students, teachers, supervisors, and other agencies.
- communicate effectively, verbally and in writing.
- perform detailed tasks and keep statistical records.
- use technology to effectively communicate, maintain records and develop reports.
- update professional skills.
- support, implement and maintain the policies, goals and values of the school and district.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Library Media Center and classrooms.

**PHYSICAL ABILITIES:**

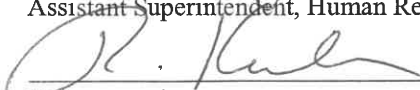
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files and supplies; lifting light to medium weight objects.

**APPROVALS:**



Roberta J. Silverstein  
Assistant Superintendent, Human Resources

6/5/06  
Date



Robert Kessler  
Superintendent

6/5/06  
Date