

Teacher-Librarian

Position Description:

The teacher-librarian, through the school library information and technology program, shall collaborate as an instructional partner and informational specialist with classroom teachers to develop students' information and technology skills, and help all students meet the content goals in all subject areas. This position provides the three essential functions of information technology instruction, reading advocacy, and information management and services.

Minimum Qualifications:

1. Valid Washington teaching certificate with library media certification.
2. Post-graduate education, training and experience in instructional/educational technology preferred.
3. Minimum of 3-5 years successful teaching experience at the appropriate level preferred.
4. Demonstrated ability to instruct and manage student behavior.
5. Ability to maintain confidentiality per District policy and state and federal laws.
6. Ability to establish and maintain effective working relationships with a variety of people in a multicultural and diverse socio-economic setting.

Performance Responsibilities:

Information and Technology Literacy Instructional Leader

1. Participates in the curriculum development process at both the building and district level.
2. Supports implementation of Washington State Educational Technology Standards and Information Literacy.
3. Attends district/building level meetings when requested.
4. Demonstrates a commitment to maintaining intellectual freedom and promote the ethical use of information.
5. Provides and plans professional development and technology opportunities within the school and district.
6. Collaborates with building administration to plan and facilitate the Building Technology Committee.
7. Advocates and models the use of instructional technology to engage students and staff to improve teaching and learning which support Washington State curriculum standards.
8. Provides input in the development of system-wide and building-level programs that enable students and staff to use technology as learning tools.
9. Monitors new tech developments to enhance the library information and technology program.
10. Supports staff and student training on new instructional technology tools by developing training tutorials.

Teacher and Instructional Partner

1. Leads information literacy instruction, including evaluation and analysis of the credibility, relevance and currency of information.
2. Empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
3. Teaches students to be safe, ethical and responsible digital citizens.
4. Works with staff to build and strengthen connections between student information and research needs, curricular content, learning outcomes and information resources.
5. Collaborates with teachers and students to design and teach engaging inquiry and learning experiences and assessments.
6. Supports the integration of instructional technologies in the classroom.
7. Provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats.
8. Collects and analyzes data to improve instruction.
9. Uses data to demonstrate correlation between the library information and technology program and student achievement.
10. Arranges and maintains flexible scheduling of the school library to provide student accessibility to staff and resources at the point of need.

Reading Advocate

1. Awareness of current resources in the library collection.
2. Establishes and models a powerful, fashionable, diverse culture of reading in the school community.
3. Motivates and guides students to read for enjoyment and understanding.

4. Develops a relevant collection of fiction and non-fiction in a variety of formats, ensuring quality reading choices for all students.
5. Manages up-to-date, culturally diverse collections of print and non-print media that supports curriculum and student passions.

Library Operations Manager

1. Works collaboratively with members of the learning community to ensure that school library program goals are aligned with school and district long-range strategic plans.
2. Creates and maintains the school library as a teaching and learning environment that is inviting, safe, flexible, conducive to student learning, and assures appropriate resources are available when needed.
3. Directs the work of clerical staff, volunteers, and student assistants.
4. Selects, evaluates and maintains a library collections based on an assessment of the unique needs of students and staff and which is consistent with district policies and procedures.
5. Assembles a collection of library materials and digital services which provides support for curricular areas, information and independent study, and resources for enrichment and recreational interests.
6. Manages acquisitions, processing, organizing, distribution, maintenance, and inventory of resources, including but not limited to, classroom textbooks.
7. Provides services to students and teachers including circulation, reference, copyright information, and technological applications in the library information technology center.
8. Prepares, manages and administers the designated school library budget and the building technology budget to support specific program goals.
9. Updates/maintains online databases and site subscriptions including OPAC management, student accounts, and online curriculum resources.
10. Works cooperatively with other building staff.
11. Upholds and assists in enforcing school rules, administrative regulations, and board policy.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Requires the use of multiple communication and technology systems, which may include electronic mail, computers, document cameras, smart boards, and web-based resources.
14. Effectively maintains and communicates student progress using formative and summative assessments based on current state standards in accordance with district reporting timelines.
15. Other duties as assigned by the building principal.