

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED POSITION

JCN: 519
EXEMPT

TEACHER LIBRARIAN

BASIC FUNCTION:

Under the direction of the Administrator, Court and Community Schools (CCS) and an assigned supervisor, provide a library media program for alternative education and/or detained students; plan, organize, coordinate, develop and promote media services; support the instructional programs by providing print and digital resources that will expand and enhance student learning beyond the textbook; coordinate state mandated testing.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with teachers and students to design and teach inquiry based learning opportunities, incorporating multiple literacies.
- Collaborate with teachers, staff and administrators to ensure the full range of information resources, print resources and digital media is available to promote a full range of information, media, visual, digital, and technology literacy skills essential for student college and career readiness.
- Collaborate with teachers, staff, and administrators to plan and develop curriculum, develop and implement standards-based learning experiences for diverse student populations; select, organize, manage, and promote the use of learning resources in all formats; and instruct students and staff in the critical evaluation, appropriate access, and effective use of information.
- Coordinate and plan the work of the Library Assistant regarding curriculum implementation, classroom management and other duties; provide input into the performance evaluation process, when applicable.
- Coordinate and provide oversight to the implementation of state mandated testing.
- Coordinate the selection and licensing process of digital resources for schools.
- Develop and administer an effective library program as identified by the Model School Library Standards for California Public Schools. Develop policies and procedures that promote optimum use of media resources and services; ensure the program is fully integrated into the curriculum to promote student's achievement of learning goals and development of 21st century skills aligned with the California State Standards.
- Develop programs for and deliver Professional Learning for school library services.
- Ensure the proper organization and maintenance of library media materials; oversee classification and cataloging activities.
- Expand educational outreach to students and their families in the safe and ethical use of information technologies and digital citizenship.
- Facilitate compliance with California Department of Education Williams textbook requirements.
- Implement activities identified in the Local Control Accountability Plan (LCAP) that relate to library media.
- Instruct students in the choice and use of library materials.
- Maintain current knowledge of media resources, curricular requirements, and applicable computer and digital technologies.
- Plan and conduct a course of instruction for those students who assist in the operation of school libraries as needed. Plan, coordinate or supervise school library programs with the

instructional programs; select materials in accordance with the materials selection policy; develop policies and procedures for and management of the court and community school programs.

- Prepare annual budget recommendations; monitor and control expenditures; recommend the purchase of supplies, equipment and materials.
- Promote literacy through activities such as book talks, author visits, reading promotions, and literature activities for students, teachers, and parents.
- Research, preview and evaluate media materials in accordance with state curricular frameworks, legislative mandates, Model School Library Standards for California Public Schools, cultural priorities and the needs of the county office.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Library terminology, techniques, and standard practices.
- Methods, techniques, and procedures utilized in library instructional materials, media and textbook processing and distribution operations.
- Model School Library Standards for California Public Schools.
- Principles and best practices of program development, program evaluation, and budget administration.
- Various technologies.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Develop resource-based learning units in collaboration with teachers.
- Efficiently and effectively perform responsible and technical library instructional functions.

- Implement classroom management techniques.
- Serve English learners and students with special needs.
- Teach and assess students at appropriate instructional levels.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Teaching Credential; and English Learner authorization.
- Valid California Teacher Librarian Services Credential or equivalent *or* eligibility to be granted a Teacher Librarian Services Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire may be required.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire may be required.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: April 12, 2018