



LIBRARY MEDIA SPECIALIST/TEACHER LIBRARIAN

Position Summary

The library media specialist/teacher-librarian is a school leader who collaborates with administration and building staff to support library, school, and district initiatives. The library media specialist/teacher-librarian integrates information and emerging technologies to shape learning and instruction. The library media specialist/teacher-librarian leads the school community in becoming critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information through the development and administration of a strong school library program. The library media specialist also supports staff with curriculum development through the use of library and on-line resources.

Supervisory Relationship

This position reports to a school principal and/or other building administrator.

Essential Functions

The following are examples of principle duties; however, any one position may not cover all duties listed, and examples may not cover all duties an employee is expected to perform.

Library Program Planning and Administration

The library media specialist/teacher-librarian designs and executes a comprehensive school library program that is aligned with the school and district strategic plans as well as state and national school library and technology standards. (CCCS, AASL, ISTE) As the library program administrator, the school librarian works collaboratively with members of the learning community to define the policies and best practices of the school library program, and to guide and direct all activities related to it.

1. The LMS uses effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives. This may include participating in the recruiting, hiring, training, and evaluating of other professionals, educational library assistants, students, and volunteer staff.
2. The LMS creates and maintains the school library as a teaching and learning environment that is inviting, safe, flexible, accessible, and conducive to student learning
3. The LMS establishes policies and procedures for selection, acquisition, circulation, resource sharing, and weeding of the materials collection (both print and digital) to ensure that it is culturally relevant, up-to-date, in excellent condition, and accessible to the school community.
4. The LMS plans and manages programming and events to support the library, school and district goals such as school-wide events, book fairs, clubs, Oregon Battle of the Books, etc.
5. The LMS develops and administers a library budget aligned to library, school, and district goals and objectives.

6. The LMS conducts action research that involves assessment and evaluation to inform library program decisions.
7. The LMS ensures equitable physical access to school library facilities by providing barrier-free, universally designed environments.
8. The LMS maintains a system of asset management, which includes frequent communication to students and parents regarding late books, lost books and fines.

Information and Educational Technology

The LMS provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The LMS ensures equitable access and responsible use of information.

1. The LMS develops and maintains a collection of culturally relevant and up-to-date resources appropriate to the curriculum, the learners, and the instructional strategies used within the school community.
2. The LMS supports effective implementation of instructional technology to foster high quality, student-centered, and culturally responsive instruction by researching and evaluating new digital resources, online subscriptions and software tools.
3. The LMS manages digital subscriptions and resources that align with curriculum and learning targets across the content areas.
4. The LMS provides teachers and students with training in educational technology tools and applications such as citation software.
5. The LMS provides adaptive tools and content for students with special needs and English language development students and collaborates with district support personnel when necessary. (i.e. digital devices, online services, etc.)
6. The LMS maintains the OPAC (online public access catalog) and the online library web pages to provide access to the school and school district resources.
7. The LMS provides guidance in the understanding and practices around copyright, fair use, and licensing of intellectual property.
8. The LMS networks with other libraries, librarians and agencies to provide access to resources outside the school.
9. The LMS informs teachers, students, parents and administrators about new materials, equipment, and services that meet information and access needs through frequent communications such as emails, newsletter items, web pages and announcements.

Teaching and Learning Leadership

The LMS is a teacher and instructional partner working with educators to create connections between students' information needs and the library's information resources. The LMS demonstrates his or her role as an essential and equal partner in the instructional process. As a teacher, the LMS empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

1. The LMS participates in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards (CCCS, AASL, ISTE) and to develop lifelong learners.
2. The LMS collaborates with teachers to design and teach engaging learning experiences and assessments that incorporate multiple literacies, including educational technology.
3. The LMS conducts professional development opportunities within the school and district.
4. The LMS offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources such as online subscriptions, databases and software.
5. The LMS engages the school community (students, teachers, parents) in issues around safe, ethical and responsible digital citizenship.
6. The LMS provides examples and assistance in documentation of student learning, assessment technology tools, rubrics, etc. as well as models for differentiation and scaffolding.
7. The LMS promotes a philosophy of independent learning by which students develop their own interests and engage in their own intellectual pursuits along with their formal programs of study.

Literacy Leadership

The LMS promotes and maintains a school-wide culture of reading and literature appreciation and lifelong learning, consulting with students, parents and school personnel to provide high interest and culturally relevant reading materials.

1. The LMS collaborates with teachers and administrators on school and district literacy goals and plans.
2. The LMS may manage reading programs such as Oregon Battle of the Books, ORCA, author visits, book fairs, book clubs etc.
3. The LMS reinforces literacy instruction with resources in a variety of formats and genres including informational texts.
4. The LMS guides teachers and students in choosing appropriate reading materials to meet the needs, interests and skill levels of individuals by using lexiles, genres, word counts etc. to determine the right fit for individual readers and for classroom instruction.
5. The LMS creates reading lists, delivers book talks and creates other promotional opportunities to highlight library resources.
6. The LMS supports students and reading support specialists with readers advisory and materials consultation.

School Leadership

The LMS is an active leader within the school community, an advocate for the school library, and a professional member of the wider library community. As a school leader the LMS fosters an environment where collaboration and creative problem solving thrive. The LMS models innovation and openness to new ideas while welcoming and encouraging input from others. The LMS anticipates future developments and is an early adopter and promoter of emerging technologies.

1. The LMS serves on decision-making teams in the school and takes an active role in school improvement and accreditation activities.
2. The LMS shares expertise by presenting at faculty meetings, parent meetings, and school board meetings.
3. The LMS collects and analyzes data to improve instruction and to demonstrate correlations between the school library program and student achievement.
4. The LMS advocates for the school library program maintaining frequent and timely communication to stakeholders through the school and library website, parent newsletter, e-mail, and other formats.
5. The LMS demonstrates an ongoing commitment to maintaining intellectual freedom and promotes the ethical use of information.
6. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Knowledge of instruction and assessment, including the ability to analyze and compare digital solutions from a variety of vendors.
3. Knowledge of CCCS, AASL, and ISTE standards.
4. Instructional technology skills, including experience using hardware necessary for the job.
5. Ability to collaborate and work effectively with other educators.
6. Strong organizational skills.
7. Knowledge of literature across the targeted grade levels, genres, and content areas.
8. Knowledge of culturally responsive teaching practices and culturally relevant materials selection.
9. Skill in using tact, discretion, initiative and independent judgment within established guidelines.
10. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
11. Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.

Minimum Qualifications

- Valid Oregon teacher's license with the appropriate endorsements.
- Oregon Library Media Endorsement

Workplace Expectations

1. Maintains excellent work habits such as attendance at work and work activities, meetings, follow through, meeting deadlines, and exercising timeliness in communications with students, parents and colleagues.
2. Dresses in a professional manner.
3. Maintains the integrity of confidential information relating to a student, family, colleague or district.
4. Uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
5. Follows all district or supervisor policies, rules, regulations, memos, announcements, applicable position descriptions, and reasonable requests by proper authority.
6. Demonstrates appropriate judgment and professional behavior at all times.
7. Meets the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance.

Work Environment

Employees in this position will be required to work in indoor and outdoor environments and come in direct contact with students, staff, district staff and the public.

Work Year And Benefits

This position follows the regular teacher work year and working conditions are governed by the collective bargaining agreement. In addition, the LMS fulfills a three week extended contract to be completed at the beginning (two weeks) and end of the school year (one week).

Salary

Salary and benefits based on current District Salary Schedule and collective bargaining agreement.

Evaluation

Job performance will be evaluated in accordance with the law and Board's policy on Evaluation of Licensed Employees.

Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Approved by	Cydney Vandercar, Director of Human Resources
Last revised	June 2017