

Teacher Librarian

Department: Library Media

FLSA Status: Exempt

Grade/Level: Step and Lane based on CBA

Work Schedule: 7:30 am to 3:30 pm (approx.)

Job Status: Full Time

Reports To: Department Chair

Amount of Travel Required: No travel required

Positions Supervised: None

POSITION SUMMARY

Collaborate with classroom teachers to develop standards based instruction, and perform related library services. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. Will instruct students and staff on information literacy and strategic research using databases and information systems.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- To provide the leadership and expertise necessary to ensure that the school library program (SLP) is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.
- Collaborate with colleagues, staff, and community members and organizations to conduct informational programs, make collection decisions, and determine library services to offer.
- Creates and maintains a teaching and learning environment within the school library that is inviting, safe, flexible, and conducive to student learning.
- Plan and teach classes on topics such as information literacy, library instruction, and technology use.
- Plan and deliver student-centered programs and services.
- Engage in professional development activities, such as taking continuing education classes and attending or participating in conferences, workshops, professional meetings, and associations.
- Advocates for the value of the library media program and its goals, services, and resources to all stakeholders.
- Demonstrates a commitment to maintaining intellectual freedom.
- Provides professional development activities for teachers and staff.
- Analyze student and staff requests to determine needed information, and assist in furnishing or locating that information.
- Instruct students and staff on the use of reference materials, including online sources and the Internet.
- Instruct students and staff basic computer skills, such as searching computerized databases.
- Review and evaluate materials, using book reviews, catalogs, faculty recommendations, and current holdings, to select and order print, audiovisual, and electronic resources.
- Locate unusual or unique information in response to specific requests.
- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
- Develop, maintain, and troubleshoot information access aids, such as databases, annotated bibliographies, web pages, electronic pathfinders, software programs, and online tutorials.
- Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
- Evaluate materials to determine outdated or unused items to be discarded.
- Compile lists of books, periodicals, articles, and multimedia resources in a variety of formats.

- Represent library or institution on internal and external committees.
- Develop and maintain electronic resources that provide information for library users.
- Utilize information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information.
- Arrange for interlibrary loans of materials not available in a particular library.
- Check books in and out of the library.
- Author or publish professional articles, internal documents, and instructional materials.
- Write proposals for research or project grants.
- Assemble and arrange display materials.

POSITION QUALIFICATIONS

Competency Statement(s)

- Customer Oriented - Ability to take care of the student and staff needs while following district procedures.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Technology Skills - Ability to comprehend and model emerging technologies.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Adaptability - Ability to adapt to change in the workplace.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Reliability - The trait of being dependable and trustworthy.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.

SKILLS & ABILITIES

Education : Master's degree preferred.

Experience : None

Computer Skills

Proficiency with Microsoft Office, video and audio editing, and desktop publishing. Experience with library management systems.

Certificates & Licenses

Illinois type 10 certification or endorsement.

Other Requirements

PHYSICAL DEMANDS

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	N (Not Applicable)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	O (Occasionally)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance)

Sense of Sound (Varies based on specific assignment.)

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.