

**Gridley Unified School District  
Job Description**

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JOB TITLE:	Teacher Librarian	SALARY RANGE:	Certificated Salary Schedule
LOCATION:	Districtwide	CLASSIFICATION:	Certificated (193 Day)
REPORTS TO:	Superintendent or Designee	BOARD APPROVED:	April 20, 2022

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**SUMMARY:**

Under the general supervision of the Superintendent or Designee, the Teacher Librarian serves as an instructional leader, an information specialist, and the program manager of District's libraries to ensure that all students are fully engaged as 21st century learners through K-12 library services. The Teacher Librarian works to coordinate and develop a sustainable library services program throughout the district involving multiple school sites, consistent with the goals of the District to increase literacy and preparedness of students for 21st century adult life and college/career readiness. The Teacher Librarian establishes a resource-rich learning program in which students are actively involved in their own learning. The Teacher Librarian and classroom teachers collaboratively plan, teach, and assess subject-area content and information literacy skills including a developmentally appropriate research process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Teacher Librarian shall:

1. Develop, implement and oversee a strong library/media program and collection of resources which supports the educational philosophy and goals of the school district
2. Provide library services to students, staff, and community including instruction, reference and technology skills, reading motivation, circulation, and organization of library materials
3. Create, implement, and assess plans and procedures for library/media center operations, which include, but are not limited to, budgeting, selection, acquisition, cataloging and processing, equitable access, student and teacher use, instruction, library services, and facilities planning and use
4. Develop, teach and assess information literacy and problem-solving skills that support research and inquiry, that foster independent thinking, and that incorporate resource based learning and a standards-based information literacy process
5. Develop, model and teach periodic workshops in digital citizenship including laws and guidelines pertaining to the ethical, legal and fair use of information
6. Organize and promote literacy projects and events that engage learners and motivate them to become lifelong readers
7. Develop interest centers and displays, including books, media and students' work to motivate students in the use of books and other media with the assistance of students, teachers and other participants (other staff, student workers)
8. Provide in-service training and ongoing support to teachers and other staff, student workers, and volunteers on information literacy, information and communication technologies, and literacy under the direction of the assigned supervising administrator and in collaboration with the school leadership, technology staff, and other teachers
9. Assist in the hiring, orientation, training, and supervision of classified library staff
10. Promote the use of volunteer helpers in library/media centers including student assistants. Direct, monitor, supervise, and evaluate the work of student assistants and volunteers
11. Participate in professional training, staff development, and faculty meetings at request of administrators
12. Continue to maintain a broad knowledge base of media at all appropriate levels
13. Participate in site and district-level curriculum development to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and develop lifelong learners
14. Maintain lines of communication with principals and make every effort to align library services to the particular philosophies and needs of each school and each department
15. Assist school sites in the selection of new media and library equipment
16. Provide articulation between elementary and secondary library/media programs, the District's Information Technology staff, administrators and other libraries in the area
17. Assess and make recommendations on the effectiveness of library services

18. Keep schools informed about the latest technology, materials and equipment applicable to the library/media program
19. Develop the district library budget and account for its appropriate expenditure in collaboration with the assigned supervising administrator
20. Prepare reports on library/media services as requested by the assigned supervising administrator
21. Responsible for textbook accession, processing and management
22. Supervise cataloging of all new library/media materials for the district
23. Establish and maintain standards of student behavior needed for a productive learning environment
24. Maintains regular and prompt attendance in the workplace
25. Performs other related duties as assigned by the assigned supervising administrator.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

1. national, state, and district standards, curriculum, and assessments
2. variety of instructional techniques for implementation of the school's curriculum
3. correct English usage, spelling and grammar

**ABILITY TO:**

1. teach, assess, and model the use of leading-edge information and communication technologies
2. operate a variety of standard office and audio-visual equipment
3. research and implement current educational trends and practices
4. implement classroom management techniques
5. teach and assess a diverse population with a variety of learning modalities
6. develop a resource rich environment for students and staff
7. multitask with frequent interruptions
8. create an environment that encourages independent thinking
9. engage and supervise students in a variety of activities
10. function as a positive, contributing member of an educational team
11. build collaborative and effective relationships with students, staff, parents, and the community
12. prioritize work to meet schedules and timelines

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university required. Ability to carry out oral and written directions; read, write, and speak at a level sufficient to fulfill the duties to be performed. Sufficient education to meet credential requirements. Must hold or be able to obtain valid California Teaching Credential authorizing services as a Teacher Librarian. School library experience and successful classroom teaching experience are preferred.

**KNOWLEDGE AND SKILLS:**

**CERTIFICATES, LICENSES, REGISTRATIONS:** California Driver's License (required by the first day of service).

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee may lift and/or move up to 25 pounds. The employee may operate both standard office equipment and devices specific to library related services with moving parts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to the following: office environment; constant interruptions; classroom environment; multitasking of multiple projects simultaneously; occasional work in outside weather conditions that may include wet, humid, extreme cold, and extreme heat. The noise level in the work environment is usually moderate. Position requires travel during the workday to and from various school sites within the district as this is a district level position.