

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Librarian/Media Support Teacher	Reports To:	Site Principal
Department:	Curriculum and Instructional Improvement	Classification:	Non-Management
FLSA:	Non-Exempt	Work Year	Ten (10) Months
		Salary:	Schedule A

I. DESCRIPTION OF POSITION

Under the direction of the school principal, the librarian/media support teacher organizes, coordinates and evaluates a library and instructional media program that supports and implements the educational program of the school, is responsible for implementation of the textbook management process at the school, and performs other duties connected with the school program as assigned.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Promotes the district's primary reading/writing goals.
- B. Teaches classes in library practice in accordance with the requirements of approved courses of study, using instructional materials authorized for such courses.
- C. Provides staff development on effective library media practices and in the use of learning resources and technology as they relate to the instructional program, literature appreciation, information literacy skills, search strategies and reading guidance.
- D. Coordinates textbook distribution and inventory procedures, including barcode applications, ensures that periodic textbook audits are conducted, supervises the textbook library clerks and prepares reports for the Textbook Management Office.
- E. Is responsible for the classification, cataloging, processing, physical upkeep and inventory of all print and non-print materials in the library/media center (including a professional library) and for control systems and routines; and implements automated library and textbook systems.
- F. Collects money for lost and overdue books, keeps a record of money received and submits money and copies of receipts to the principal.
- G. Collaborates with assigned personnel to select and order all print and non-print materials for the library/media center, and constantly updates the collection by weeding out all dated or superseded materials.
- H. Serves as an instructional resource consultant and materials specialist to teachers and students in the library/media center. Conducts orientations for all freshmen and students new to the school, and works with students so that they can carry on independent study and research, individually or with class groups. Supervises students in the library.
- I. Maintains an appropriate and current learning environment in the library/media center. Plans and prepares displays and exhibits for special programs.
- J. Establishes and maintains on-line resource material access, including maintaining the necessary technology (hardware and software) for individual and group access to on-line resource materials.
- K. Maintains current technology equipment and materials in the library/media center.
- L. Assists students in using technology as a tool for learning.
- M. Monitors the use of technology by faculty, staff and students.
- N. Provides leadership in the integration of technology in the curriculum.
- O. Serves as a resource to faculty, staff and students in the technological aspects of school life.

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- P. Assists in the selection and maintenance of software, CD ROMs and any other instructional materials as part of the technology integration.
- Q. Assists in the selection, and is responsible for the training and supervision, of all personnel for the library/media center programs, including student workers.
- R. Plans, administers and accounts for the library/media center budget.
- S. Prepares and maintains all necessary records and reports.
- T. Assists in upholding and enforcing school rules, administrative regulations and district policies.
- U. Attends school and district meetings as required.
- V. Follows a planned professional growth program, participates actively in local, state and national professional education and library associations, and studies local, state and national guidelines for effective library services.
- W. Performs other duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California credential authorizing service as a school librarian.
- B. A minimum of three years of recent public or school library experience.
- C. Computer knowledge and experience.
- D. Teaching experience is desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Modern school library media programs.
- B. Secondary curricula, state standards, and instructional development affecting the selection, evaluation and use of media and technology for the school library/media center.
- C. Literacy and reading motivation activities.
- D. Current technology and state technology standards.
- E. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Evaluate library books, supplementary instructional materials, periodicals, computer software and audiovisual materials to support the instructional program at all grade levels.
- B. Meet state preliminary and professional technology proficiencies.
- C. Demonstrate effective communication skills both orally and in writing.
- D. Work cooperatively and effectively with other teachers and administrators.
- E. Analyze situations and needs effectively with other teachers and administrators.
- F. Supervise the performance of assigned staff.
- G. Meet schedules and timelines.
- H. Work independently with minimal direction.
- I. Plan and organize work.
- J. Use a computer.

V. WORKING CONDITIONS

Environment:

School site.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.