

SECONDARY SCHOOL LIBRARY/MEDIA TEACHER

DEFINITION

To plan, develop, coordinate and align the instructional programs of a secondary school media center with the school curriculum; to enhance the education process by providing a wide variety and selection of library materials and equipment that would meet the diverse learning need of students.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the site principal.

Receives technical direction from the director of curriculum and language acquisition.

Exercises technical and functional supervision over classified employees in the instructional project(s) or program to which assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Align the library media program, collection, and services with the school curriculum and the learning and teaching needs of students and staff.

Plan and implement a program of instruction in the use of the library/media center so students can conduct independent study, research and on-line resources; provide students and staff with a variety of services and materials designated to support and to enrich the instructional program.

Coordinate the evaluation, selection, and circulation of reading materials, audiovisual material, and electronic media equipment in accordance with district/school selection policies; periodically review and update library/media center materials, discard unsuitable or outdated materials, build up deficient areas, and replace worn or lost material.

Initiate and coordinate the preparation and production of library media center materials and provide guidance for student and/or faculty projects.

Collaborate with classroom teachers to plan, develop and implement units of study which promote literacy and integrate information skills into the curriculum to meet district standards.

Provide leadership to plan, organize, manage and promote the library media center program and its resources, equipment, and facilities.

Provide training, instruction and direction to classified staff, student workers, and volunteers.

Effectively manage textbook and library budgets.

Sweetwater Union High School District
Secondary School Library/Media Teacher (Continued)

EXAMPLE OF DUTIES:

Participate in site curriculum development committees and district evaluation programs for textbooks, audiovisual material, or electronic resources; attend professional meetings and conferences to develop and enhance competencies.

QUALIFICATIONS

Knowledge of:

Secondary school curriculum, teaching strategies, and diverse learning needs of students.

Literature, nonfiction, and reference books, periodicals, instructional media, and learning technologies in relation to the secondary school curriculum.

Library/media related computer hardware, software and state of the art technologies.

General school district policies, rules and regulation.

Principles and practices of budget administration.

Ability to:

Work closely with teachers in developing a media collection reflecting curriculum needs and supporting classroom instruction

Plan, use and facilitate student use of computer and audiovisual hardware and software in the media/library center.

Teach information literacy to students

Model and to co-design and implement resource-based learning projects to emphasize how to locate, analyze, synthesize, and responsibly use information from multiple sources.

Learn, interpret and correctly apply district policies, rules and regulations.

Monitor library/media budget.

Establish and maintain cooperative professional working relationships in the performance of position responsibilities.

Sweetwater Union High School District
Secondary School Library/Media Teacher (Continued)

Education and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of successful teaching experience at the secondary level.

Training:

Bachelor's degree from an accredited college or university and completion of a library media teacher services program .

License or Certificate

Possession of a valid California Library Media Teacher Services Credential.