



**LARKSPUR-
CORTE MADERA
SCHOOL DISTRICT**

District Librarian

Department/Division:	Educational Services
Reports To:	Senior Director of Educational Services and Technology, Principal
Provides Direction To:	Library Clerks
FLSA Exemption Status:	Certificated
Date Prepared:	May 15, 2019
Date Adopted by Board:	
Salary Range:	Certificated Salary Schedule

LARKSPUR CORTE-MADERA SCHOOL DISTRICT

DEFINITION

Under the supervision of the Senior Director of Educational Services and Technology, this certificated, highly skilled librarian will implement formal and informal instruction in literacy skills, reading and literature, and uses of instructional technology; collaborate with staff to develop and implement curriculum integrating a variety of instructional strategies; oversee the selection, organization, utilization, and maintenance of the library and learning resources; manage learning resources to provide physical and intellectual access to information to ensure the academic success of all students and assist students in their research, study, and lifelong learning skills; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The District Librarian is directly responsible to the Senior Director of Educational Services and Technology and is responsible for the development of 21st Century student literacy through the administration of the library program. The roles of the District Librarian are: a leader, a teacher, an instructional partner, an information specialist, and a program administrator. The District Librarian will collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness. The District Librarian will provide specialized instruction to students and teaching staff to empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The District Librarian will provide the support, leadership and expertise necessary to ensure that the elementary and middle school library program 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. The District Librarian is evaluated by the Senior Director of Educational Services and Technology and is the Librarian for all school sites within the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Creates an atmosphere in the library that clearly provides the support necessary to succeed in a next generation globally-based instructional teaching and learning environment.
- Participates in the curriculum development process at both the site 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.
- Collaborates with teachers and students to design and teach learning experiences that incorporate multiple literacies and foster critical thinking.
- Participates in the implementation of collaborative planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities.
- Presents literature by means of storytelling, reading or book talks along with the use of puppets, drama, art work, audio-visual materials and technology to individual classes.
- Encourages and schedules class visits to the library, works with teachers to ensure successful visitations, and delivers whatever assistance is necessary during the visitation; co-teaches lessons with classroom teachers, as appropriate.
- Develops, with assistance from students, teachers and library clerks, learning centers and displays, including books, media, and student work, to motivate students in the use of books and other media.
- Understands digital citizenship; participates in digital content decisions.
- Instructs students by using a variety of techniques and methodologies appropriate to student abilities while promoting high levels of achievement.
- Instructs students to incorporate the use of technology to make subject matter learning relevant and enhance student learning outcomes.
- Provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats.
- Provides expertise in the ethical use of information.
- Ensures equitable access and responsible use of information by developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school.
- Cooperates and networks with other libraries, librarians, agencies and stakeholders to facilitate access to resources outside the school.
- Provides an accurate and efficient retrieval system of library media materials.

- Evaluates, uses, and promotes existing and emerging technologies to support teaching and learning.
- Organizes the library's collection of resources for maximum and effective use.
- Defines library program policies.
- Plans for the continuous improvement and maximum efficiency and effectiveness of the school library program.
- Prepares, justifies and administers the school library program budget to support specific program goals.
- Provides and plans professional development opportunities within the school and the district for all staff.
- Provides an annual library inventory report to the principal; works with the district office in monitoring and maintaining the budget for library materials, supplies and technology.
- Maintains current knowledge of educational research, materials and strategies by attending meetings, trainings, and conferences pertaining to library media science, including technology.
- Instructs pupils in the proper use, care and safe handling of library media materials; provides library orientation for students.
- Establishes and maintains standards of pupil behavior needed to promote a productive learning environment during independent visits and class sessions.
- Supervises and plans work schedule of library clerks; serves as a contributor to library clerk evaluations.
- Demonstrates organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines.
- Operates a computer, iPad, and other office equipment; experience with software packages and curriculum-based products and hardware related to the library program.
- Supervises and participates in managing the library collection including shelving, checking out materials, receiving and cataloging new materials, discarding materials, and operating software associated with managing a library collection.
- Supervises and travels to all libraries within the District.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- School library programs and the guiding principles of the school library profession.

- Common Core State Standards, Curriculum Frameworks, Smarter Balanced Assessment along with instructional methods including knowledge of ways to use technology to support instruction and other functions throughout the school.
- 21st century learning skills and objectives; must have a strong background in the use of technology in the classroom by both students and teachers; digital citizenship.
- Knowledge, expertise, and demonstrated experience in the use of the most current web-based resources and educational apps.
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults.
- Educational trends and research findings pertaining to library media science as it relates to systemic change, professional learning communities, student achievement, assessment, and instructional technology.
- Leadership and facilitation skills.
- Oral and written communication skills in English. Effective oral communication to conduct meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position.
- Plan, organize and lead professional development.
- Assist District leadership and the principal in developing and implementing library media science program to serve the needs of students and faculty.
- Focus on student learning and success.
- Demonstrate uses of instructional technology to address library media science instruction and learning styles.
- Understand and promote copyright, fair use, and licensing of intellectual property.
- Maintain frequent and timely communication to stakeholders through the District and school websites, parent newsletter, e-mail, and other formats.
- Align the library media program goals and objectives with the school and District long-range strategic plans.
- Maintain active memberships in professional associations.
- Collect and analyze data to improve instruction and to demonstrate correlations between the school library program and student achievement.
- Effectively manage personnel, resources, and facilities.
- Maintain an effective, collaborative learning climate at the schools with students and staff.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Analyze problems and issues and develop appropriate solutions.
- Prioritize, plan, and coordinate work to meet deadlines.
- Communicate effectively both orally and in writing in English.
- Travel to various District locations and school sites.

EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree, including all courses needed to meet credential requirements. Master's Degree in education or related field, preferred. Minimum of three (3) years full time successful teaching/and or/ successful school library experience at the elementary or secondary level. Minimum of one (1) year of successful experience in a lead position that demonstrated leadership ability, knowledge/experience in curriculum, staff development, technology, and expertise in library media science instruction.

Licenses/Certificates/Special Requirements:

Valid California Teaching Credential with appropriate authorizations

Teacher Librarian Services Credential

ESSA Compliant

English Language Learner authorization

Instructional technology skills

Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift up to 25 pounds and move up to 50 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee will regularly be required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, students, vendors, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

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

Employees regularly work in an indoor or classroom environment, and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical conditions which are moderately quiet, but will occasionally encounter a loud, noise level both indoors and outdoors. The employee frequently drives to District sites, training facilities, meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.