

**Salem-Keizer School District
JOB DESCRIPTION**

5/05	TEACHER, LIBRARY MEDIA	1.4.3.1a
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1. Primary Function: The Library Media Teacher administers the library media program, which supports the curriculum and provides instruction, services and resources so that both students and teachers become lifelong, independent users of information in various formats.

2. Responsible to: Building Principal

3. Immediate Subordinates: Library Media Assistants

4. Assigned Responsibilities

4.01 Instruction

4.01.01 Plans, teaches, and reinforces instruction on a formal and informal basis to ensure that students and staff are effective users of the media center.

4.01.02 Assesses school curricular needs and goals to align the library program to the curriculum.

4.01.03 Promotes lifelong learning by fostering positive attitudes towards libraries and the use of media.

4.01.04 Promotes reading and literature appreciation.

4.01.05 Contributes to the incorporation of current educational technology.

4.01.06 Uses a variety of instructional material and techniques to address the different abilities of students.

4.01.07 Instructs students and staff on the rights and responsibilities of users relating to the generation and flow of information and ideas (e.g. copyright, ethical use, and intellectual freedom of information.)

4.02 Services/Management of the Media Center

4.02.01 Assists students and staff in the location and use of media materials, equipment and available technology.

4.02.02 Advocates for the media center as a vital part of the total educational program to the school community.

4.02.03 Fosters a welcoming atmosphere conducive to student learning.

4.02.04 Organizes systems and facilities for efficient access, circulation, and use of media materials, equipment and technology by students and staff.

4.02.05 Maintains existing collection of materials, and equipment.

4.02.06 Evaluates, selects, and purchases media materials and equipment based on district selection policies and school program needs.

- 4.02.07 Manages the library media budget and maintains accurate financial records.
- 4.02.08 Maintains the content for the school media web page and communicates to students, staff and parents how they can access the site from home.
- 4.02.09 Oversees the distribution and maintenance of the textbook collection. (Secondary Media teachers only)
- 4.02.10 Coordinates the work of media assistants, student aides, and volunteers.

4.03 Professional Obligations

- 4.03.01 Works in cooperation with other library media personnel to provide an integrated and coordinated District program.
- 4.03.02 Develops and continually updates the professional expertise necessary to function effectively as a Library Media Teacher.
- 4.03.03 Keeps abreast of current literature and new technologies related to school library media center.
- 4.03.04 Submits an annual report to school administrators, which includes standard library statistics.

5. Minimum Qualifications:

5.01 Certification/License

- 5.01.01 Valid Oregon Teaching License/Certificate with Media Endorsement.
- 5.01.02 Media Teachers at the high school level must have a masters degree or a standard media endorsement.

5.02 Demonstrated ability to

- 5.02.01 Apply current research on teaching and learning to all instructional applications with students in such a way that they are motivated and encourage to become life-long learners
- 5.02.02 Utilize technology in standard library procedures; teaching research strategies, collecting data, generating reports and maintain accurate records of all budgetary transactions.
- 5.02.03 Integrate curriculum with print, audiovisual, and electronic forms of educational media materials and equipment available in the media center.
- 5.02.04 Develop a library media collection, which reflects curriculum needs and adheres to District policy on materials selection.
- 5.02.05 Develop and administer a continuous evaluation plan of the library media program.

6. Minimum Term of Employment: Teacher Contract. Additional days assigned as per current contract.

7. Salary Level: Placement on teacher salary schedule

8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.