

**TITLE:** Media Specialist (Teacher Librarian)

**FLSA Status:** Exempt

**REPORTS TO:** Building Administrator

**BASIC FUNCTION:** The Teacher Librarian is responsible for managing the school library and promoting literacy, research skills, and information literacy among students and staff. This role involves collaborating with teachers to integrate library resources into the curriculum and providing instruction on research techniques and digital citizenship.

**TERMS OF EMPLOYMENT:** Contract

**ESSENTIAL FUNCTIONS:**

**INSTRUCTIONAL PARTNER**

As an instructional partner the teacher librarian works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The teacher librarian demonstrates his or her role as an essential and equal partner in the instructional process by:

1. identifying content appropriate for each grade level from the district's Information Literacy curriculum and integrating this content into classroom activities whenever possible.
2. collaborating on building curriculum development by participating in team planning and teaching, serving as a classroom resource person and providing instructional materials support.
3. promoting and assisting staff and students in the use of a variety of resources.
4. assisting with student and staff production projects.
5. promoting and supporting the appropriate use of technology by students and teachers.
6. providing reading guidance and encouraging reading for both enjoyment and information.
7. designing instruction for diverse learning abilities, styles and needs and model and promote effective and creative teaching strategies.
8. sharing available library services with parents.

**PROGRAM ADMINISTRATOR**

As a program administrator, the teacher librarian works collaboratively with members of the learning community to define the policies of the school library program, and to guide and direct all activities related to it. The teacher librarian maximizes the efficiency and effectiveness of the school library program by:

1. designing and implementing a building library program, consistent with building and district goals.
2. coordinating daily operation of the library.
3. training and supervising library staff, student aides and volunteers.

4. communicating library program goals clearly to building principal and staff.
5. communicating with principal regarding program development and concerns.
6. administering the building library budget.
7. planning and managing the distribution and storage of all library materials and equipment to provide maximum access for faculty and students.
8. providing flexible and convenient access to the library.
9. organizing and maintaining records of acquisitions, holdings, circulation, etc., for hardware and materials inventory, maintenance, and access purposes.
10. selecting materials (print and non-print) so that the collection is responsive to the needs of the students and teachers.
11. ensuring that equipment is maintained and repaired as needed.
12. establishing a public relations program to inform stakeholders about school library activities.
13. encouraging use of library and its equipment and materials by students and teachers.
14. participating in district-level meetings, inservices, committee work and curriculum writing.
15. remaining current in the profession through professional reading, workshops, associations and conference attendance.

## **LEADER**

As a leader, the teacher librarian demonstrates his or her role as a visible and active leader within the school community, an advocate for the SLP, and a professional member of the school library community by:

1. providing inservice to teachers on emerging technologies.
2. sharing expertise by presenting at faculty meetings, parent meetings, and school board meetings.
3. creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff.
4. sharing with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
5. encouraging the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community.
6. collecting and analyzing data to improve instruction and to demonstrate correlations between the SLP and student achievement.
7. advocating for school library programs and the guiding principles of the school library profession.
8. using local, state, national, and international school library data and research to engage support.
9. submitting an annual report providing evidence regarding the library and school librarian's role in preparing learners to be successful in the twenty-first century.
10. demonstrating a commitment to maintaining intellectual freedom.
11. promoting the ethical use of information.

## **TEACHER**

As a teacher, the teacher librarian empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The teacher librarian supports student success by:

1. empowering students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
2. reading for understanding, for exposure to diversity of viewpoints and genres, and for pleasure.
3. using information for defined and self-defined purposes.
4. building on prior knowledge and constructing new knowledge.
5. embracing the world of information and all its formats.
6. working with peers in successful collaboration for learning.
7. constructively assessing their own learning and the work of their peers.
8. becoming their own best critics.

## **INFORMATION SPECIALIST**

As an information specialist, the teacher librarian provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The teacher librarian ensures equitable access and responsible use of information by:

1. in accordance with district policy, developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.
2. cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school.
3. modeling effective strategies for developing multiple literacies.
4. evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services.
5. providing guidance in software and hardware evaluation, and developing processes for such evaluation.
6. understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same.
7. organizing the collection for maximum and effective use.

## **HIRING SPECIFICATIONS:**

### **Required:**

- A. Master's Degree or appropriate certification as a Teacher Librarian
- B. Iowa Teaching License
- C. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**Evaluation:**

Performance of this job will be evaluated using the Iowa Teaching Standards. These standards can be found on the Iowa Department of Education website.

**PHYSICAL DEMANDS:**

<b>Postures/Positions</b>	<b>Never</b>	<b>Occasional (1-33%)</b>	<b>Frequent (24-66%)</b>	<b>Constant (67-100%)</b>
Sitting			X	
Standing				X
Walking			X	
Bending/Stooping				X
Squatting/Crouching				X
Kneeling				X
Crawling		X		
Climbing Stairs			X	
Reaching Forward				X
Reaching Above Shoulders			X	
Grasping (holding)				X
Gripping (forceful)			X	
Pinching		X		

<b>Lift Floor to Knees</b>	<b>Never</b>	<b>Occasional (1-33%)</b>	<b>Frequent (24-66%)</b>	<b>Constant (67-100%)</b>
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

<b>Lift Knees to Waist</b>	<b>Never</b>	<b>Occasional (1-33%)</b>	<b>Frequent (24-66%)</b>	<b>Constant (67-100%)</b>
1-10 pounds		X		

11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

<b>Lift Waist to Shoulder</b>	<b>Never</b>	<b>Occasional (1-33%)</b>	<b>Frequent (24-66%)</b>	<b>Constant (67-100%)</b>
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

<b>Lift Above Shoulder</b>	<b>Never</b>	<b>Occasional (1-33%)</b>	<b>Frequent (24-66%)</b>	<b>Constant (67-100%)</b>
1-10 pounds			X	
11-20 pounds			X	
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

<b>Pushing/Pulling (lbs force)</b>	<b>Never</b>	<b>Occasional (1-33%)</b>	<b>Frequent (24-66%)</b>	<b>Constant (67-100%)</b>
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

<b>Working Environment</b>	<b>Never</b>	<b>Occasional (1-33%)</b>	<b>Frequent (24-66%)</b>	<b>Constant (67-100%)</b>
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Indoors				X
Outdoors			X	
Extreme Heat		X		
Extreme Cold		X		
Dust		X		
Fumes		X		
Vapors		X		
Noise				X

**Legend for Frequency:**

- **Constant:** 6-8 hours per day
- **Frequent:** 4-6 hours per day
- **Occasional:** 2-4 hours per day
- **Rare:** Less than 2 hours per day

The Bettendorf Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status. The district is an affirmative action/equal employment opportunity employer.

**Disclaimer**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.