

# TUCSON UNIFIED

SCHOOL DISTRICT

**CODE: 34552**  
**Unit: Certified (TCH)**  
**FLSA: Exempt – Teacher**

## **CLASSIFICATION**

Library Media Specialist

## **SUMMARY**

The Library Media Specialist is a certified teacher who teaches students to become information literate and partners with classroom teachers in fulfilling the Arizona State Academic Standards and the American Library Association's Standards for 21st Century Learners.

## **MINIMUM REQUIREMENTS**

Valid Arizona teaching certificate with Library-Media Endorsement K-12  
Structured English Immersion (SEI) requirement  
Must hold the Arizona IVP fingerprint clearance card.  
One-year classroom teaching experience

## **PREFERRED QUALIFICATIONS:**

Masters Degree in Information Resources and Library Science or 18 semester hours of graduate-level coursework including: school library administration, children's/young adult literature, reference, collection development, organization of information; an internship in a school library; knowledge of library automation systems, educational technology, research methods, 21st Century Skills, literacy development and collaborative teaching.

## **ADDITIONAL REQUIREMENTS AFTER HIRE**

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

## **ESSENTIAL FUNCTIONS**

THE LIST OF ESSENTIAL FUNCTIONS INCLUDES BUT IS NOT LIMITED TO:

### **Library Media Specialists teach students to inquire, think critically and gain knowledge.**

- Teach students to evaluate information found in selected sources on the basis of accuracy, validity and appropriateness.
- Assist students in developing mastery of technology tools for accessing information and pursuing inquiry.
- Foster an understanding in students of how to follow an inquiry-based process to seek knowledge in curricular subjects and make real-world connections.

### **Library Media Specialists guide students to draw conclusions, make informed decisions, apply knowledge to new situations and create new knowledge.**

- Create a collaborative environment where students work with others to exchange ideas, develop new understanding, make decisions and solve problems.
- Use multiple literacies (information, digital, visual, textual and technological) in order to analyze, apply and organize information and create new knowledge.
- Foster student learning through an inquiry-based research process by applying critical-thinking skills to information and knowledge in order to construct new understandings, draw conclusions, and create new knowledge.

### **Library Media Specialists guide students to share knowledge and participate ethically and productively as members of our democratic society.**

- Provide inclusive multicultural resources to help students become culturally sensitive.
- Guide students to use technology ethically and responsibly.
- Help students to develop an international focus and a global perspective.

- Guide students in the use of technology and other information tools to organize and display knowledge and understanding in ways that others can view, use and assess.

**Library Media Specialists guide students to pursue personal and aesthetic growth.**

- Develop the individual talents and abilities of each student.
- Work with students to gain an understanding of the uses of social networks and information tools to gather and share information.
- Provide opportunities for students to use creative and artistic formats to express personal learning and respond to literature in various genres.

**Library Media Specialists use their teaching experience and knowledge of state and district curriculum to develop print, audio visual and electronic collections that support the school curriculum.**

- Create a resource-rich learning environment that cultivates the school as a unique learning community and the Library Media Center as a learning center for the community.
- Ensure the school resource collection is current, authoritative, relevant and bias-free.

**MENTAL TASKS**

Communicates – verbally and in writing. Analyze and evaluate student progress. Develop, implement and evaluate plans. Manages school library media center. Performs functions from written and oral instructions and from observing and listening to others. Evaluate written materials to include written assignments and tests.

**PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves standing for extended periods of time, moving from one position to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communication is required.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Ability to use interactive white boards, various operating systems, online assessment tools, intervention software, wikis, blogs, online databases and communication tools.

**WORKING CONDITIONS**

Indoors – School library media center environment. Contact with the public, site staff members, students and parents. Exposure to all weather conditions/temperatures and noise.

**CONTROL, SUPERVISION**

Supervise students and volunteers in the Library Media Center setting.

M: Comp and Class/JOB34552  
 New 12/06  
 Revised 4/07  
 Title Change 12/08  
 Update: 10/16(FLSA status)