



Irvine Unified School District

MIDDLE SCHOOL TEACHER

LIBRARY MEDIA CENTER/TECHNOLOGY

DEFINITION

Under general supervision, is promoting and coordinating the use of instructional materials, technology, and equipment and supervising the operation of the library/media center, working closely with students, staff and administration to provide the variety and range of materials and leadership which will enrich the curriculum, challenge students in their research and study, and stimulate an intellectual curiosity and a lifelong love of reading and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collaborates with staff to design, plan and develop media center and classroom learning units related to curricular needs of students.
- Collaborates with staff to provide maximum access to the Library/Media Center and ensures an appropriate and attractive learning environment.
- In Collaboration with administration and staff, manages the selection, purchase, processing, distribution and inventory of books, non-printed materials, textbooks, and technology to meet the changing needs of the instructional program.
- Develops and implements policies and procedures for the organization of the Library/Media Center.
- Coordinates the use of technology for instructional programs on the school site, designs and models teaching strategies using technology.
- Provides Professional Development.
- Creating and maintaining a core collection which remains relevant to the current curriculum.
- Keeps school community informed of materials, activities and services of the Library/Media center.
- Coordinates special programs, book fairs, author visits, etc.
- Teaches information literacy and research skills.
- Demonstrates competency in using current technology.
- Takes a Leadership role in implementing Digital Literacy and Citizenship.
- Teaches the production of media through various types of technology.
- Manages a textbook and library circulation system.
- Prepares and administers a budget.
- Trains and supervises library support staff in the performance of their duties.
- Keeps abreast of current developments and research through professional associations, study and research.
- Supports reading through materials, activities, and working with students.
- Cooperates in school-wide supervision of students during out-of-classroom activities.
- Participates in faculty and/or District committees.

QUALIFICATIONS GUIDE

CREDENTIAL:

Valid California Credential or license authorizing service in grade levels and areas assigned. Library credential preferred.

EDUCATION:

Bachelor's degree, including all courses to meet credential requirements.

EXPERIENCE:

Student teaching, internship, or full-time teaching experience.

PERSONAL QUALITIES:

Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

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