



Irvine Unified School District

TEACHER-INFORMATION SPECIALIST

LIBRARY MEDIA CENTER

DEFINITION

Under general supervision, promotes and coordinates the use of instructional materials, technology, and equipment and supervises the operation of the library/media center, works with students, staff and administration to provide a variety and range of materials to 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:

KNOWLEDGE OF:

Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of TK-12 students; academic, social, and behavioral characteristics of students; educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive educational programming; motivational, behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural backgrounds of the school population.

ABILITY TO:

Plan, organize, develop, and conduct a comprehensive instructional program for students in library sciences; provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds; effectively assess the instructional and educational needs of students, and design, develop, and implement sound instructional and educational programs; provide a motivating and stimulating learning environment; perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance student educational opportunities and experiences; comply with the District's core values, continuous improvement efforts and strategic initiatives.

CREDENTIAL:

Valid California Credential authorizing service in grade levels and areas assigned. Teacher Librarian Services credential.

TRAINING AND EXPERIENCE:

A combination of student teaching, internship, or teaching experience.

EDUCATION:

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

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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds with assistance. 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 in a typical library or media center setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Revised September 2017