

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
TEACHER LIBRARIAN

Job Purpose

Instructs students in accessing, evaluating, using, and integrating information and resources in the library program. Plans and coordinates school library programs with the school's instructional programs through collaboration with administration and teachers. Evaluates and selects materials for the school library.

Responsible to

Receives administrative direction from the Principal. Receives technical direction from a Coordinating Field Librarian.

Subordinates

Supervises the work of assigned personnel

Functions

Essential Functions

1. Collaborates and co-teaches with classroom educators which includes standards-based instruction; use of effective evidence-based instruction; differentiation of instruction use of the multi-tiered approach to support academic achievement; and integration of information literacy skills into curriculum.
2. Plans and delivers library instruction, including research strategies, citation formats, and digital literacy skills.
3. Develops and maintains a teaching and learning environment that is inviting, safe, flexible, well-organized, collaborative, inclusive, up-to-date, and conducive to learning.
4. Develops and supports the school's and the school library's mission, policies, and the District's Strategic Plan.
5. Manages the staff, budget, and the physical and virtual spaces of the school library.
6. Evaluates, introduces, and models emerging technology for the learning community, and uses technology tools to supplement school resources.
7. Meets regularly with site administrators to review the library program.
8. Maintain accurate records of library inventory, acquisitions, and usage statistics.
9. Fosters a love for reading and a culture of literacy among students.
10. Works collaboratively with teachers, administrators, and other school staff to support the school's educational goals, including but not limited to developing and delivering professional development.
11. Serves as a resource person for educators, provides support in selecting instructional materials and integrating technology into lessons.
12. Participates as an active member of curriculum development committees within the school and attends professional meetings and /or conferences to develop competencies necessary to function in an instructional role.
13. Coordinates, supervises, and promotes library programs and resources.
14. Evaluates and selects materials for the school library to meet students' and teachers' curricular and individual needs.
15. Completes annual California Department of Education School Library survey.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

Qualifications

Education

An earned bachelor's degree from a regionally-accredited college or university.

Credential

1. A valid California Teacher Librarian Services Credential
2. English Learner Authorization

Knowledge, Skills, Abilities, and Personal Characteristics

1. Thorough knowledge of content, literature, and pedagogy necessary for effective instruction, including the ability to adapt to evolving technologies and digital media.
2. Knowledge of privacy rights and intellectual property laws, and ability to teach ethical use of information.
3. Knowledge and understanding of the physical, intellectual, social, and emotional developmental growth patterns of students.
4. Proficiency in informational and educational technologies.
5. Ability to conduct and implement a rigorous instructional program as required by current School Library Standards for California Public Schools.
6. Ability to differentiate instruction to meet diverse student learning needs.
7. Ability to collaborate with the school faculty and administration in the development and implementation of standards-based instruction and the integration of literacy across the curriculum.
8. Ability to work effectively with students, parents, staff members, community representatives, and public librarians in providing a rigorous educational program.
9. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
10. Ability to communicate effectively including giving clear concise instructions, using academic language and appropriate level of delivery, listening without bias, and providing appropriate feedback/reinforcement.
11. Ability to compose and comprehend written communication.
12. Appropriate personal appearance, cleanliness, and manner.
13. Poise, tact, good judgment, and commitment to the education of all students.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Preparation Salary (T) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH