

# Ravenswood City School District

## Position Description

TITLE: Teacher Librarian

### **Job Purpose Statement:**

Under the general supervision of the Site Administrator, the Teacher Librarian coordinates, maintains, and supervises the library at the school site. The Teacher Librarian provides expertise and resources for the development and improvement of the school library.

### **Essential Job Functions**

- Orders library books and assists Site Administrator in developing plans for library organization, layout, and schedules.
- Assists Site Administrator with evaluation of library programs.
- Develops and implements short and long-term plans and activities.
- Supervises selection and purchase of library, periodicals, and other materials which support curriculum framework.
- Provides in-service to teacher on integration of library skills lessons into the core curriculum.
- Provides assistance to site with the William's Review process for instructional materials.
- Communicates with administrators, District personnel, and community partners to coordinate activities and programs, resolve issues and conflicts, and exchange information regarding instructional materials, practices, policies, and State expectations and requirements.
- Remains current on trends in library and media services by activities such as attending conferences, read journals/papers, attending workshops or taking courses.
- Prepares and processes grant applications related to library.
- Works on school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Provides a positive climate of interaction and communication between school staffs, families, and the community within Library Services.
- Performs other appropriate duties as assigned.

### **Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:**
  - Planning, organization, and coordination of library programs.
  - Library technical processes related to the acquisition, cataloging, classification, and circulation of library materials.
  - Common Core State Standards, curriculum, reading levels, and appropriate reference materials.
  - Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.
- **ABILITY TO:**
  - Relate to the needs of students and families of varying ethnic, cultural, educational, and socio-economic backgrounds.

- Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
  - Prepare and deliver clear and concise presentations (oral and written) to a variety of audiences (colleagues, cross-department personnel, teachers, administrators, etc.), particularly around instructional materials, guidance, and strategies.
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:**
    - Bachelor's degree from an accredited college or university; Master's degree preferred.
    - Demonstrated success either in prior teaching, student teaching, and/or related experiences, in meeting the intellectual, emotional, and physical needs of pupils.
  - **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Valid California Teacher Librarian Services Credential.
- Valid California Driver's License.

**Working Conditions:**

- **ENVIRONMENT:** Library, classroom environment, and office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Site Administrator

**Work Year:**

- 10 months

**Salary Placement:**

- RTA Certificated Salary Schedule

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Certificated Personnel and the RTA Contract.