



Job Title: **Teacher-Librarian**

Department: **School**

Supervisor: **Principal**

Lane Placement: **Licensed Salary Schedule 186**

Schedule: **Varies/ 186 days** Eval Group: **CTESS – Librarian**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Teacher-Librarian is responsible for assisting with the development and implementation of media goals, strategies, evaluation materials, other support materials, and appropriate in-service programs as needed.

ESSENTIAL FUNCTIONS

Instruction

- Teaches the Utah Core Media Standards
- Collaborates with teachers throughout the year
- Uses evidence-based instructional priorities (specifically those referenced in the CSD framework)
- Uses district SLOs to assess student progress
- Aligns teaching practices with CTESS domains and standards

PBIS

- Learns, and assists in enforcing, the school-wide rules for students
- Bases media center rules on school-wide rules

Team participation & problem solving

- Teacher-Librarian Team meeting attendance and participation
- IPLC participation
- Other teams as directed by school principal

Engaging Readers

- Has extensive knowledge of fiction and non-fiction titles for young adults
- Promotes reading through the use of book club, book talks, and/or book trailers
- Encourages student and staff input and requests
- Reads professional reviews to inform purchasing decisions

Budgeting

- Plans for the current year based upon circulation statistics and patron input
- Develops a long-range plan for replacing technology, furniture, and older collections
- Pursues additional funding through district, state and/or private sources
- Accurate and transparent record keeping
- Adheres to Canyons purchasing policies

Collection Management

- Maintains inventory records that are less than 3 years old
- Maintains collection whose average age is less than 20 years old
- Aggressively weeds books that are damaged or obsolete
- Promotes books with low circulation to encourage use
- Analyzes MARC records to adjust the subject headings and call numbers to reflect the library's needs
- Uses standards industry standards when cataloging books so that MARC records remain accurate

Textbook Management

- Formulates procedures for:
 - Processing
 - Check-in & check-out
 - Tracking
 - Transferring
 - Surplus
 - Fine collection

Policies and Procedures

- Develops circulation policy
- Follows district policies
- Predictable and reliable attendance

Program Advocacy

- Collaborates with other teacher-librarians district wide
- Collaborates with public librarians to provide resources to support school curricula
- Communicates with students, staff, parents and district to inform and advocate
- Welcomes use of the library space beyond book check-outs and other academic use
- Uses school newsletter to promote programs and collections
- Creates and maintains a library website

Organization

- Keeps library neat, attractive and organized
 - Chooses signage that clearly identifies sections and collections in the library
 - Alphabetizes fiction books by author
 - Organizes non-fiction books by the Dewey Decimal system and alphabetizes by author
 - Ensures that spine labels are easy to read and are standardized throughout the collection
 - Creates changing displays that promote literature and highlight curricular materials as students are using them

Professional Development

- Sets both short and long-range goals
- Attends local and/or national conferences
- Attends district trainings (HYPE, BLT, Canvas, etc.)
- Reads professional literature

Ethical Conduct

- Follows Canyons District Guidelines for Ethical conduct towards students and teachers.

Data and Record Keeping

- Keeps statistics on circulation, patron usage, and amount and type of instruction given
Adjusts instruction based on formative and summative assessment data

Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement".

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Teachers in P.E., CTE, Theatre and/or Art may be required to frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/11/2020