

**CLASS TITLE: SCHOOL DISTRICT LIBRARIAN**

**BASIC FUNCTION:**

Under direction of the assigned supervisor, the School District Librarian is responsible for leadership, development and coordination of the school library and media programs to empower all students to be critical thinkers, enthusiastic readers, skillful researchers and ethical users of information; provides support and coordination of the District's library program; provides the leadership and expertise necessary to ensure that the library program is an integral part to the instructional program including the Vision for Literacy and Math, Roadmap for English Learners, use of instructional technology tools, and digital literacy; ensures and promotes equitable access to information; provide expertise to make the libraries an integral component of the learning and instructional program; maintain literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment

**ESSENTIAL DUTIES:**

Promotes the effective use of resources and information sources, systems and services both within and beyond the school.

Coaches the Library Resource Specialists regarding best practices for effective school library and media use.

Develops lists of carefully evaluated library materials, both print and digital, to meet instructional needs of students aligned with district goals.

Plans, organizes and implements district-wide standards for development, organization and operation of school libraries including procedures for organizing, processing, discarding and circulating library materials and distribution of textbooks.

Facilitates the selection, acquisition, management and distribution of instructional materials including, but not limited to district adopted curriculum.

Supports the appropriate use of supplementary instructional materials with the inclusion of: library books, literature sets (trade books), teachers' individual classroom libraries, informational technology and computer software.

In conjunction with the Teaching and Learning Department, principals and Library Resource Specialists, coordinates the book selection at sites.

Supports selection and ordering of resource materials for summer school.

Supports the District after school program and provides resources.

Participates in the development of educational programs at the school and District levels.

Provides inservice for newly assigned Library Resource Specialists.

Evaluates the total library program, services, and materials for adequacy in meeting curricular needs, student and staff needs and state standards and mandates.

Evaluates the Library Media Center services, and materials to adequately meet curricular needs, student needs, community needs and state and national standards.

Assists in the development of information literacy programs.

Plans, organizes and leads regularly scheduled meetings with school library staff and others as appropriate.

Provides statistical accounting, budget reports and performs other necessary functions required for library Media Center management.

Facilitates the development of specification for automated library systems including ordering, cataloging, circulation and inventory control for library materials.

Coordinates and communicates with outside partners and agencies to promote literacy and library resources.

#### OTHER JOB DUTIES:

Communicates with administrators, district personnel and community members to coordinate activities and programs, and exchange information.

Shares in the professional responsibility of participating in curriculum and other developmental program committees.

Stays current with curricular/instructional research and integration of technology in instruction.

Collaborates with principals on supporting school library staff.

Supports the successful administration of State assessments, audits, and compliance.

Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

Ability to provide leadership in developing and administering the total operation of the school library-media program.

Knowledge of library automation and technology systems

Ability to apply initiative, direction and leadership in continuous evaluation and assessment of the effectiveness and potential of the school library-media program.

Ability to operate computer software and hardware for retrieval and dissemination of information and management of library materials

Training in organization of print material, including experience in selection, acquisition and processing of print and non-print materials.

Knowledge and familiarity with education hardware, as well as their operation, maintenance and repair.

Demonstrated aptitude for creating and producing audio-visual educational materials, as well as in-depth knowledge of video production, sound and slide production, film and stage production and microfilm.

Ability to prepare and control budgets.

Ability to establish and maintain effective working relationships with district administrators and representatives of other outside agencies and organizations.

Ability to communicate effectively orally and in writing.

Ability to work independently to produce reports, organize projects and compile data with minimum direction.

Ability to follow written and oral directions.

#### EDUCATION AND EXPERIENCE:

BA/BS or M.Ed/MS/MA in Library Science

Three or more years of school district experience preferred

#### LICENSES AND OTHER REQUIREMENTS:

Valid Teacher Librarian Services Credential

Valid California Driver License

#### WORKING CONDITIONS: ENVIRONMENT:

Office and school environment

Travel by personal vehicle between school sites, the District Office, and the County Office of Education is common.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person or on the telephone

Sitting for extended periods of time

Seeing to read a variety of materials

Lifting, carrying, pushing or pulling moderately heavy materials and supplies, up to 25 pounds

#### HAZARDS:

Potential for contact with dissatisfied individuals.

#### TERMS OF EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and Sunnyvale Education Association.

#### EVALUATION:

Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and Sunnyvale Education Association. The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.