

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Teacher, Library Media**

#### **DEFINITION**

Under supervision, acquires and organizes physical and electronic resources related to K-Adult education and provides training in the use of resources and reference services. Performs related duties as required.

#### **DIRECTLY RESPONSIBLE TO**

Director I, Instructional Technology and Learning Resources

#### **SUPERVISION OVER**

Trains and assigns the work of technical and clerical personnel and provides input into performance evaluation process.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Library Management**

Provides leadership to Sacramento County schools and districts regarding library services and management; markets SCOE library services to schools and districts; acquires and manages library materials in various formats (including film and computer databases); organizes collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access; assembles and arranges display materials; creates and manages databases; provides oversight and organization for the Learning Display Resource Center (LRDC).

#### **School Library Support**

Provides school district library support staff with consulting services in the training of clerical staff, facility evaluation, book selection and weeding, revisiting library plans and fostering the development of exemplary school library programs.

#### **Research and Information Retrieval**

Researches, retrieves, and disseminates information from books, periodicals, reference materials or commercial databases in response to requests; assists patrons in selecting books and informational materials; reviews, compiles, and publishes a listing of library materials, including bibliographies and book reviews.

#### **Professional Development**

Instructs staff and customers on library procedures, the use of library facilities, and database use in information retrieval; demonstrates library and Make-n-Take Center equipment; demonstrates instructional software; conducts staff development workshops on information literacy, technology integration, and other curriculum technology related topics.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a California Library Media Teacher Services credential and a valid California teaching credential; a Masters Degree in Library Science from an American Library Association (ALA) accredited university and/or a Masters Degree in Educational Technology or equivalent is desirable; experience with library circulation services required; preference will be given to individuals with experience working in a school library; training in all phases of school librarianship, including library automations systems and library technology systems desirable.

**Knowledge of:**

Effective search methods to locate information; adult learning theory; emerging technology in K-Adult public education; California K-Adult curriculum standards; educational technology programs, resources, products, and practices that support technology integration for classroom and media teachers in K-Adult schools; vendors of curriculum resources, software, and hardware for K-Adult schools; USMARC and AACR2R cataloging standards.

**Skill and Ability to:**

Structure or classify multiple pieces of information; understand written sentences and paragraphs in work-related documents; design and deliver professional development; develop and implement library services for K-Adult schools and districts; research, find, and evaluate printed and digital information; establish effective working relationships with colleagues, staff and clients;

**Other Characteristics**

Possession of a valid California driver's license and be able to provide own transportation in conduct of work assignments (mileage reimbursed).