

SACRAMENTO COUNTY OFFICE OF EDUCATION
CLASSIFICATION TITLE: Librarian Media Teacher, Alternative Education

DEFINITION

Under general supervision, plans, organizes, operates, and maintains an interactive and engaging library media learning center to support academic learning, career exploration, digital citizenship, technological literacy and the use of technology for a diverse student population in an alternative education program. Provides individual and group instruction in the use of media resources, research, reference services and core and elective subjects. Activities and instruction focus on the educational and social-emotional needs of the group or of a particular individual, with emphasis on serving the whole student rather than on the routine presentation of subject matter. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None, however, may train and support program staff.

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 Media Learning Center Services

Develops and manages an information rich library-media environment enabling students to become effective users of ideas and information, explore the world beyond school related to post-secondary opportunities, and to become literate life-long learners and critical thinkers; establishes a resource-based learning program aligned with State School Library and American Association of School Librarians Standards in which students are actively involved in their own learning; provides oversight and organization for the Library Media Learning Center; assesses and develops the center's collection of print and electronic informational resources to align with the needs of curriculum, students, staff and the school community; develops, maintains, manages, and makes accessible to students and teachers library materials in various formats, including digital resources, books, publications, documents, and other reference resources that support the curriculum, students' needs, and promote independent reading and literacy growth; instructs students and teachers in the strategic use of electronic resources for research and class assignments; instructs students how to use and evaluate books, media, and electronic resources, as well as to evaluate web sites for authority, accuracy, currency, bias, and usefulness; collaborates with the administrator to establish, implement, and maintain library operation policies that include the selection (purchasing and processing), and reconsideration (de-selection, weeding, discarding) of materials and equipment; utilizes a computerized library system to manage materials; implements instructional technology and information science to engage students, improve learning, and provide access to digital resources for the entire learning community; identifies and develops career exploration, job readiness and life-skill resources and provides advisement and mentoring to support young adult students in researching and developing career interests and the skills necessary to secure and retain employment; coordinates ongoing presentations from guest experts and non-profits that bring activities related to high-demand careers and new technologies into the learning center; and assembles and arranges display materials.

Instructional Services

Designs and delivers differentiated and individualized instruction and activities to support the needs of students, adolescent through young adult with a wide range of aptitudes and levels of educational achievement in alternative education programs; prepares lesson plan and implements State Standards-aligned curriculum; selects instructional materials, and teaching techniques to meet individual or group needs; identifies instructional supports to meet individual educational needs; teaches core and elective subjects, including academics, career exploration, job readiness, problem-solving skills, technological literacy and digital citizenship that support student research and personal investigation; collaborates with teacher colleagues to

plan and teach information literacy skills; creates a positive learning environment that supports academic and social emotional learning; administers academic assessments, career interest batteries and aptitude tests; evaluates and reports student progress; mentors students in exploring post-secondary opportunities; confers with and provides information to instructional and facility staff; inventories, orders, and maintains classroom equipment and supplies; maintains records and prepares reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on a bachelor's degree and student teaching and a Commission on Teacher Credentialing issued authorization to provide Teacher Librarian Services; appropriate certification for teaching English Language Learners; experience providing differentiated instruction in academic subjects required; experience with library services desired; preference will be given to individuals with experience working in a school library or media center; training in all phases of school librarianship, including library automations systems, and library technology systems desirable; a Master's degree in library science preferred.

Knowledge of:

Media literacy and digital citizenship resources; State School Library and Content Standards, American Association of School Librarians Standards Framework for Learners; effective search methods to locate information; emerging and existing educational technology, programs, resources, products, and practices that support technology integration into classrooms and library media centers; vendors of curriculum resources, software, and hardware for K-12 schools; current literature in technology and library information science library classification, selection tools, and cataloging procedures and standards. the principles and practices of library management, work organization, and supervision; best practices in the maintenance of an online library environment, including automated library systems, electronic resources and online reference services; the principles and methods of developing an instructional and behavior management system and teaching elementary and secondary-level subjects; assessment methods, techniques, and tools for supporting all students; the principles of clinical and remedial teaching techniques and those of directed classroom and individualized instruction; principles of educational psychology; environmental and social emotional issues that impact student success;

Skill and Ability to:

Develop and administer an effective library media program as identified by the California School Library Association and the American Association of School Librarians; structure or classify multiple pieces of information; research, find, and evaluate printed and digital information; evaluate learning technology and media resources; evaluate student abilities and adjust instructional techniques accordingly; gain the interest, respect, and cooperation of students; maintain a positive classroom environment and implement positive behavioral supports; coordinate services to support student success; understand the diverse academic, socioeconomic, cultural and ethnic back-grounds of students; demonstrate sensitivity to the needs, problems and challenges associated with the diversity of the student population; and ensure equitable access to the program and materials for all students; develop and maintain positive working relationships with students, staff, parents and others; develop a working knowledge of the relationship of court and community schools to schools in local school districts; speak and write effectively; analyze situations accurately and adopt an effective course of action.

Other Characteristics:

Willingness to work in nontraditional school settings with students who may require additional individualized support to be successful. Willingness to engage in meetings and activities before and after school with other staff members and agency partners.