

**STANWOOD-CAMANO SCHOOL DISTRICT  
HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: Teacher/Librarian**

Classification: Certificated – Non-supervisory

Reports to: Building Principal

**PURPOSE STATEMENT**

The teacher/librarian will create a program and class environment favorable to learning and the personal growth of students. The school library program will provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth and will aid all students in acquiring the skills needed to take advantage of a full range of library resources. The teacher/librarian will maintain professional competence through in-service work, coursework, and other professional growth activities.

**ESSENTIAL FUNCTIONS**

**This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:**

- Provides the leadership and/or participation necessary to ensure that the library media program is fully integrated into the school, district, and state's recognized instructional goals.
- Utilize district adopted curriculum to guide instruction.
- Provides instruction resulting in the effective use of the library media center, helping students to develop habits of independent reference work and skills in the use of reference materials in relation to planned assignments.
- Provides clear and focused instruction for all students by using a variety of teaching strategies in order to meet the learning needs of all students.
- Presents and discusses materials with a class studying a particular topic, by invitation of the classroom teacher.
- Collaborates with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes, developing solutions, and planning curriculum. Demonstrates willingness to work with grade level or subject matter teams.
- Counsels with and gives reading guidance to students who have special reading needs or unusual intellectual interest.
- Develops and manage the library schedule and program to meet classroom and student need.
- Offers staff learning opportunities related to new technologies, and the use and production of a variety of media.
- Assists classroom teachers when developing lessons or assigning learning experiences that utilize library support materials.
- Provides access to information and ideas by assisting students and staff in identifying information resources outside the school.
- Maintains a professional working relationship with the community public libraries.
- Provides leadership in the evaluation, selection, and requisition of new instructional media

and equipment, including books, periodicals, audiovisuals, computer software, and other resources that support a full range of experiences for students.

- Arranges for inter-media center loan of media and equipment as needed.
- Develops a collection of resources within the school and accesses resources outside the school.
- Informs students, staff, and parents of new materials, and equipment, and provide information regarding use and maintenance of new materials and equipment.
- Organizes and supervises clerical assistants, student assistants, and parent volunteers in support of the library/media center operation.

### **OTHER FUNCTIONS**

- Is available for assignment as an emergency substitute in other classrooms a schedule permits.
- Prepares and administers the library budget.
- Prepares reports as requested.
- May be assigned to other teaching responsibilities outside the media center as schedule and endorsement permits.
- Arranges frequently changing media-related displays and exhibits likely to interest the school's patrons.
- Performs other duties as requested by the building principal.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **Skills, Knowledge, and Abilities**

*Skills:* The media specialist requires management and organizational skills in order to set up and maintain a school library. Excellent oral and written communication skills are required and the successful media specialist must be able to effectively present both orally and in written form to a variety of audiences.

*Knowledge:* The media specialist will have a comprehensive knowledge of and a demonstrated enthusiasm for literature appropriate to the age level served. A successful media specialist will have the knowledge of and ability to use and maintain all forms of equipment typically found in the media center environment.

*Ability:* The teacher/librarian must have the ability to remain flexible to changes in assignments or situations and demonstrated ability to use a computerized circulation system, catalog and information retrieval technology. Additionally the ability to effectively present information and respond to questions from a variety of groups in an inclusive and interactive manner is required. The ability to solve practical or complex problems and deal with a variety of concrete and abstract variables is critical. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form is required.

#### **Working Environment**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; is required to have precise control of fingers and hand movements; experiences

regular interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, and stand for periods of time. This position requires some lifting and carrying.. The job is performed primarily indoors under minimal temperature variations with limited potential of exposure to bodily fluids and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

**Experience** Classroom teaching experience

**Education** Bachelor's Degree from an accredited college/university with an endorsement as Library Media Specialist.  
Specific training in library/media services  
Valid Washington State Teacher Certification

**Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Required Testing**

None

**Certificates**

Valid Washington State Teacher Certification

**Continuing Ed./Training**

150 clock hours every five years required to maintain certification.

**Clearances**

Fingerprint/Background Clearance

**FLSA Status:**

Exempt

**Approved:**

**Salary Range:**

Based on Washington State LEAP Schedule and SCEA Bargaining Agreement

**Classification History:**

Developed: 1/06

Revised: 7/10

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

