



Teacher - Library / Media

Purpose Statement

The job of Teacher - Library / Media is done for the purpose/s of providing support to the instructional program with specific responsibilities for teaching, collaborating with school staff, performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks, documenting losses and monitoring procedures; implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource.

This job is distinguished from similar jobs by the following characteristics: Certified Teacher assigned to work at a High School.

This job reports to Principal

Essential Functions

Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Conducts classes and/or activities in a variety of formats (e.g. reading, presentations, library orientation, contests, etc.) for the purpose of promoting the use and enjoyment of literature and other library resources.

Coordinates requests of individuals and/or sites (e.g. technical support, equipment requirements, etc.) for the purpose of ensuring availability of audio visual equipment for instructional use.

Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.

Evaluates media equipment for the purpose of making repairs, providing technical support, diagnosing malfunctions and/or recommending acquisitions.

Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.

Monitors student activities for the purpose of maintaining a safe environment conducive to learning.

Operates a variety of media production equipment and systems (e.g. program channel, internet resources, edit media, duplicate media, etc.) for the purpose of providing media production services.

Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.

Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.

Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.

Processes library books, periodicals, software and related media materials (e.g. logging into master files; bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.

Processes new student library credentials; notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.

Repairs books and materials for the purpose of ensuring the availability of books and library materials.

Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

Solicits information and/or materials from colleges and other organizations (e.g. college, trade/technical schools, college videos, etc.) for the purpose of providing additional resource for students and parents.

Supervises Instructional Assistants, Volunteers, and Student Aides for the purpose of maintaining an effective and efficient library environment for students and staff members.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; and preparing and maintaining accurate records .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency: Multiple years of experience and/or Master's Degree preferred.

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

State of Utah Teaching License
Library/Media Endorsement

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

2/12/2020

Salary Grade

Lane 1 Bachelor's
Degree