



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: **Teacher: Librarian**

Position Type: <b>Certified</b>	Department: <b>School</b>
Salary Schedule: <b>Certified</b>	Location: <b>High School</b>
Reports to: <b>Principal</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>March 3, 2020</b>

### **POSITION SUMMARY:**

Manages library or section containing specialized materials for schools by performing the following duties.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### **ESSENTIAL FUNCTIONS:**

#### **PROFESSIONAL KNOWLEDGE**

- Participates in curriculum development and assessment.
- Demonstrates knowledge of educational content and pedagogy.
- Provides leadership with new educational developments and use of new technologies.
- Exhibits extensive knowledge of technology systems and trends.
- Manages library information systems and technology operational systems.
- Uses advanced technology troubleshooting strategies.
- Creates an environment of respect for individual cultures, backgrounds, and learning needs.

### **PROGRAM PLANNING AND MANAGEMENT:**

- Demonstrates librarianship through effective management of the library media center and its programs.
- Promotes and supports the partnership between the school, district, and the community.
- Follows guidelines, procedures, and policies of the school and district.

### **PROGRAM DELIVERY:**

- Instructs students and staff in information literacy.
- Effectively manages student behavior.
- Uses effective motivational techniques to build lifelong readers.
- Places emphasis on both student achievement and well being.
- Provides differentiated instruction for students of all abilities.
- Provides students and staff with resources including technology, digital and print materials.

### **COMMUNICATION AND COLLABORATION:**

- Initiates and facilitates collaboration between all stakeholders in the community.
- Collaborates effectively with teachers to deliver instruction.
- Actively communicates professionally through various mediums with students, colleagues and community.

### **PROFESSIONALISM:**

- Provides leadership in dissemination of new educational developments and use of new technologies.
- Demonstrates professionalism at all times.
- Participates in pertinent, professional job assignments as indicated by the individual campus.

### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job library related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.

- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must be highly knowledgeable with computers and familiar with different platforms.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must have Librarian K-12 Endorsement.

**EDUCATION AND/OR EXPERIENCE:**

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Preferred Masters of Library/Information Science.
- New hires must have completed a minimum of 18 credit hours in School Library/Information Science or a minimum of ten years as a certified school librarian.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl. Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS: This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.

