
Iowa City Community Schools
Job Description
Teacher Librarian

Qualifications:

Master's degree in library science
Successful experience in teaching desirable

Criteria:

- Ability to work well with a variety of people
- Student-centered and caring; excited about teaching
- Good communication skills
- Flexible and positive
- Leadership skills
- Knowledge of curriculum, information problem-solving, resource-based learning and general education
- Knowledge of computers and other technologies
- Good organizational skills.
- Current in children's, young adult and adult literature
- Evidence of a strong academic background.

Job Goal: Develop and implement a library media program integrated with the classroom instructional program

Evaluation: Performance will be evaluated by the building principal in accordance with the provisions of the master contract.

Responsibilities:

In the area of learning and teaching, the teacher librarian shall:

1. Identify content appropriate for each grade level from the district's Information Literacy curriculum and teach to students. Instruction will be integrated with classroom activities whenever possible. Elementary teacher librarians are also responsible for teaching the literature curriculum.
2. Assist with building curriculum development by participating in team planning and teaching, serving as a classroom resource person and providing instructional materials support.
3. Promote and assist staff and students in the use of a variety of resources.
4. Assist with student and staff production projects.
5. Promote and support the appropriate use of technology by students and teachers
6. Provide reading guidance and encourage reading for both enjoyment and information.
7. Design instruction for diverse learning abilities, styles and needs and model and promote effective and creative teaching strategies.
8. Help student become independent users of information.
9. Provide inservice to teachers on emerging technologies.

10. Consult with parents on services of the library.

In the area of program administration, the teacher librarian shall:

1. Design and implement a building library program, consistent with building and district goals.
2. Coordinate daily operation of the building library.
3. Train and supervise library staff, student aides and volunteers.
4. Communicate library program goals clearly to building principal and staff.
5. Communicate with principal and/or district library coordinator regarding program development and concerns.
6. Administer the building media budget.
7. Plan and manage the distribution and storage of all library materials and equipment to provide maximum access for faculty and students.
8. Provide flexible and convenient access to the library.
9. Organize and maintain records of acquisitions, holdings, circulation, etc., for hardware and materials inventory, maintenance, and access purposes, according to the *District Media Procedure Handbook*.
10. Select materials (print and non-print) so that the collection is responsive to the needs of the students and teachers.
11. Insure that equipment is maintained and repaired as needed.
12. Establish a public relations program to inform the school of library program activities.
13. Encourage use of the library and its equipment and materials by students and teachers.
14. Participate in district-level meetings, inservices, committee work and curriculum writing.
15. Remain current in the profession through professional reading, associations and conference attendance.
16. Establish a friendly, productive atmosphere in the library.