

Library Media Teacher

Job Description

Description

The position of Library Media Teacher will oversee the Media Center and work collaboratively with staff, the school technology specialist, and students to ensure effective use of instructional technology and information resources.

Responsibilities of the Library Media Teacher Position

Instructional

- Train teachers and students to use the Big 6 research skills.
- Teach orientation classes to train students on Pioneer, library catalog, library layout and evaluating Internet sites.
- Train teachers and students in copyright and fair use policies.
- Collaborate with teachers to teach research strategies, citation methods and effective use of instructional technologies.
- Work in collaboration with teachers to increase academic achievement.
- Offer support in all areas of the curriculum.
- Communicate with teachers about new materials in the media center and online resources.

Literacy Acquisition

- Maintain knowledge of current young adult literature and include appropriate popular titles in the school collection.
- Promote school-wide literacy through book talks, displays, activities and other promotions.

Administrative

- Maintain an attractive, welcoming learning environment.
- Make the library available to students and staff before school, during school hours (including lunch) and after school.
- Supervise media secretary and student aides.
- Oversee book selection and develop a balanced collection with up to date books corresponding to core content.
- Assess collection needs, survey teacher needs.
- Perform regular inventory.
- Weed collection.
- Manage book, periodical and applicable budgets.
- Have knowledge of MARC records and cataloging principles.
- Attend district library media trainings.

- Maintain awareness of current library media standards and trends through participation in professional organizations.

Technical

- Be a member of the school technology committee and assist the administration in planning and implementing the technology plan.
- Work closely with the School Technology Specialist in providing training and support in using technology to enhance curriculum and instruction.

Perform other related duties as assigned.