

**RESOURCE TEACHER, CURRICULUM AND INSTRUCTION  
LIBRARY SUPPORT**

**PRIMARY FUNCTION:**

Under the immediate supervision of the Coordinator, Learning Support, shall assist with the development and implementation of the District's library/media instructional program.

Professional Responsibilities

1. Compile and analyze data as required; maintain accurate records.
2. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings, and staff development opportunities.
3. Maintain personal standards of grooming compatible with the contract.
4. Maintain standard of promptness in carrying out assignments.
5. Meet obligations as specified by the Education Code and Board Policy.
6. Participate in District and department activities such as staff meetings and Professional Learning Community work.
7. Share responsibility for effective operation of the District and school library programs.

**ESSENTIAL FUNCTIONS:**

Areas of Major Responsibility

1. Assist in the evaluation of site programs and services and in recommending modifications as necessary.
2. Assists with organizing the piloting and selection of instructional materials prior to adoption by the Board of Education.
3. Collaborate with schools to identify and plan staff development programs that integrate technology and library services into the instructional program.
4. Meet regularly with the school librarians and library media technicians to discuss library/media problems.
5. Organize and provide assistance to schools in the completion of state required online technology surveys and assessments.
6. Organize the selection, acquisition, cataloging, processing, circulation, and maintenance of media materials, including textbooks, for the District media center and school libraries.
7. Provide individual assistance to school librarians and library media technicians in the selection of books, offering suggestions for book promotion, reference techniques, and general library skills.
8. Provide ongoing support in the areas of literacy, library skills and media for teachers new to the District and to designated staffs or staff members, as needed.
9. Serve as liaison to county and college libraries, professional organizations, and other educational agencies.
10. Supervise the selection and distribution of audiovisual materials.

Other duties and Responsibilities

1. Cooperate with District offices in distributing and collecting paperwork (e.g., referral forms, surveys) to facilitate communication and adhere to laws and policies.
2. Plan and coordinate the work of paraprofessionals, and as requested by the supervisor, participate in the selection of these employees.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from supervisors or other professionals who have observed the teacher’s personal characteristics, scholastic attainment and classroom and/or library/media performance.

**EXPERIENCE:**

Minimum three years of successful teaching and/or library/media experience.

**EDUCATION/CREDENTIALS:**

California Teaching Credential; Library Credential preferred.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Current trends in the area of library/media.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist staff and students.
- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials and equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor staff/student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around work sites.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.