POSITION TITLE: Teacher Librarian
DIVISION: Instructional Services
WORK YEAR: 9.0 months
DEPARTMENT: IMC
LOCATION: Schools
SALARY SCHEDULE: Certificated

GENERAL STATEMENT OF RESPONSIBILITIES:
The Teacher Librarian is also a school leader who demonstrates an in-depth knowledge of the Information Management Center (IMC) area, its relationship to other programs, and the skills to work cooperatively with staff to plan, develop, and implement the program. S/he will collaborate with teachers and will provide instruction for the benefit of students to promote the intelligent use of information. S/he will ensure a positive and inviting atmosphere conducive to learning in a variety of styles through ethical and professional practices while managing all aspects of the daily operation of the IMC.

MAJOR DUTIES:
Teacher:
- Instructs students from various content areas
- Collaborates with teachers in the design, preparation, and delivery of units of study
- Integrates information literacy competencies while teaching research skills
- Promotes instructional technology to improve learning
- Instructs and supervises volunteers and students of record in the IMC

Leader:
- Collaborates with administration and staff to coordinate IMC support for content areas
- Ensures that IMC program goals, objectives, and resources are aligned with school and district long-range strategic plans
- Exercises a leadership role in encouraging IMC utilization by students and staff
- Provides IMC services and programs to staff, students, and parents
- Makes responsible budget decisions and keeps an accurate record of expenditures
- Manages equitable access of resources through asset acquisition and scheduling

School Librarian:
- Utilizes best practices for collection development to meet a variety of curricular student needs, interests, and abilities
- Evaluates, acquires, provides, and promotes resources to meet the needs of students and staff
- Advocates for the ethical use of information
- Maintains a positive, inviting library culture
- Contributes to reading achievement through programing and materials selection
- Pursues professional growth activities in order to keep abreast of new information and developments in the fields of education, technology, and contemporary trends in adolescent interests
QUALIFICATIONS:
1. Valid Arizona teaching certificate and an Arizona Library/Media Specialist Endorsement
2. Complete a minimum of 18 hours of course work in Library / Information Science
3. MLS degree or MA in Educational Technology preferred

SUPERVISION RECEIVED:
Supervision received directly from the principal or designee (or educational unit administrator); indirectly from the District supervisor for IMC services

SUPERVISION GIVEN:
As directed by an administrator, supervises the daily work of classified employees assigned to the IMC.