

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Job Description: Teacher Librarian**

**Salary Schedule: Certificated**

**Department: School Site**

**Reports to/Evaluated by: Site Administrator**

**FLSA: Exempt**

### **SUMMARY**

The Teacher Librarian is a collaborative educator and leader who develops, implements, and oversees a dynamic school library program to empower students as independent learners and responsible digital citizens. The Teacher Librarian works closely with other educators to integrate library resources and information literacy skills into the curriculum, while also leading and inspiring students to become adept researchers, critical thinkers, and ethical users of technology through innovative teaching practices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop, implement, and manage a comprehensive library program aligned with California State Standards, the school's educational philosophy, and the Model School Library Standards for California Public Schools.
- Cultivate a diverse and engaging collection of print and digital resources that cater to the varied learning needs and interests of students.
- Design and deliver dynamic library instruction to equip students with information literacy skills, research techniques, critical thinking abilities, and digital citizenship competencies.
- Partner with teachers across subject areas to collaborate and co-teach inquiry-based lessons that integrate library resources and information literacy skills into the curriculum.
- Promote reading and literature appreciation by organizing book clubs, author visits, reading promotions, and other engaging literary activities.
- Oversee all aspects of the school library, including budgeting, circulation, collection development, technology integration, and program administration.
- Provide reference services and research assistance to students and staff.
- Foster a welcoming and inclusive library environment that encourages exploration and intellectual curiosity for all users.
- Stay current with trends in library science, information literacy best practices, and emerging technologies.
- Perform other related duties as assigned by the principal or designee.

## QUALIFICATIONS

- **Knowledge of:** In-depth knowledge of library science principles and practices. Expertise in information literacy instruction and research methodologies. Proficiency in selecting, evaluating, and curating a diverse collection of print and digital resources. Excellent communication, collaboration, and interpersonal skills. Ability to plan, organize, and manage multiple tasks effectively in a fast-paced environment. Technology proficiency, including library automation systems, digital learning tools, and instructional technologies.
- **Ability to:** Ability to instruct and engage students in a dynamic and interactive learning environment. Ability to collaborate effectively with teachers, staff, administrators, and students. Ability to create a welcoming and inclusive library environment. Ability to problem-solve, adapt to changing situations, and think creatively. Ability to work independently, take initiative, and manage time effectively.
- **Education and Experience:** Bachelor's degree.
- **Working Conditions:** Indoor settings within a school library, requiring interaction with students, staff, and various library materials and technologies. Occasional lifting of books and materials may be required.
- **Licenses and Certificates:** Valid California Teaching Credential. Valid California Teacher Librarian Services Credential or equivalent or eligibility for a Teacher Librarian Services Credential.