

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Elementary Teacher Librarian

Purpose of the Job

Provide a library program designed to enrich and support student learning by fulfilling the following roles:

- Leader
- Teacher/Instructional Partner
- Information literacy specialist
- Reading advocate
- Library operations coordinator

Essential Job Functions

LEADER

1. Work with administrative team and staff to create an environment of collaboration and creative problem solving
2. Advocate and model the use of instructional technology to engage students and staff to improve teaching and learning
3. Demonstrate a commitment to maintaining intellectual freedom

TEACHER/INSTRUCTIONAL PARTNER

1. Collaborate with classroom teachers as a partner in the instructional process
2. Collaborate to design, teach and assess standards-based learning experiences that incorporate inquiry learning, information literacies in their formats, critical thinking, and self-assessment
3. Participate in professional activities to stay current with changes in education and effective instructional practices
4. Serve as a peer coach for the integration of instructional technologies
5. Enforce consistent and clear behavioral expectations

INFORMATION LITERACY SPECIALIST

1. Provide 24/7 access to digital information resources for the entire learning community
2. Serve as an instructional resource for classroom teachers
3. Cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school
4. Promote the ethical use of information through understanding copyright, fair use, and licensing of intellectual property
5. Provide information and training to students in accordance with Federal COPPA law to promote Internet safety and teach digital citizenship

READING ADVOCATE

1. Promote a love of reading for pleasure, understanding, and exposure to a diversity of viewpoints and genres
2. Expose students to award winning works in a variety of formats

LIBRARY OPERATIONS COORDINATOR

1. Organize, manage and supervise the school library and other information resources and services
2. Foster a creative, flexible environment so that the school library is an essential part of the learning community
3. Schedule and facilitate use of the school library to provide students accessibility to staff and resources at point of need
4. Establish procedures for selection, acquisition, circulation, and the sharing of resources in all formats
5. Use effective management principles to direct classified personnel and volunteers
6. Prepare and administer the school library program budget to support program goals

7. Cooperate and network with other libraries/agencies (e.g. public library)

MARGINAL DUTIES & RESPONSIBILITIES

1. Assist with other related tasks as assigned by the principal

Qualifications:

Education & Experience:

1. Masters Degree in library and information science or related field preferred
2. Successful teaching experience at the appropriate level preferred.

Knowledge Skills & Abilities:

3. Knowledge of elementary school curriculum as related to Common Core and WA Ed Tech Standards
4. Knowledge of reading instruction and literacy skills development
5. Skill in the instructional use of technology
6. Leadership ability
7. Ability to develop positive and productive relationships with staff, students, parents, and community members
8. Ability to use a variety of instructional strategies to address different learning styles and diverse student populations
9. Ability to collaborate effectively as a team member
10. Knowledge of children's literature and ability to promote school wide reading
11. Ability to evaluate and select appropriate resources to support the instructional program

Licenses, Certificates & Special Requirements:

12. Valid Washington State teaching certificate with Elementary Education Endorsement and/or Library Media Specialist Endorsement (preferred)
13. Commitment to continuing professional education

Reporting Relationship:

Reports to Building Principal

Conditions of work:

Union Affiliation:

NKEA

FLSA Status:

Wage Range:

NKEA Salary Schedule

Job #

Job History:

Created: 7/21/97; Revised: 5/14

Immediate Supervisor Date

Assistant Superintendent Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.