

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Secondary Teacher Librarian**

### **Purpose of the Job**

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

- Teacher and Instructional Partner
- Leader
- Information Literacy Specialist
- Reading Advocate
- Library Program Administrator

### **Essential Duties and Responsibilities**

#### **LEADER**

1. Advocate and model the use of instructional technology to engage students and staff to improve teaching and learning.
2. Demonstrate a commitment to maintaining intellectual freedom and promote the ethical use of information.
3. Provide and plan professional development and technology opportunities within the school and district.

#### **TEACHER AND INSTRUCTIONAL PARTNER**

4. Empower students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
5. Consistently enforces high behavioral expectations.
6. Work with staff to build and strengthen connections between student information and research needs, curricular content, learning outcomes and information resources.
7. Participate in the curriculum development process at both the building and district level
8. Collaborate with teachers and students to design and teach engaging inquiry and learning experiences and assessments.
9. Serve as a peer coach for the integration of instructional technologies

#### **INFORMATION SPECIALIST**

10. Provide leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats.
11. Provide leadership and expertise in the ethical use of information.

#### **LIBRARY OPERATIONS COORDINATOR**

12. Work collaboratively with members of the learning community to ensure that school library program goals are aligned with school and district long-range strategic plans
13. Develop and maintain an engaging and vital resource collection in a variety of formats that reflects the needs of the learning community and curriculum
14. Use effective management principles, including the supervision of personnel, resources, and facilities in developing and implementing program goals and objectives
15. Create and maintain the school library as a teaching and learning environment that is inviting, safe, flexible, conducive to student learning, and assures appropriate resources are available when needed.
16. Manage clerical staff, volunteers, student assistants
17. Provide 24/7 access to digital information resources for the entire learning community.

### **Marginal Duties and Responsibilities**

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

**Job Goals:**

1. To ensure that students and staff are effective users of ideas and information
2. To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
3. To instill a love of learning in all students and to ensure equitable access to information
4. To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
5. To provide the leadership, expertise and fiscal management necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program

**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 secondary school curriculum as related to Common Core State Standards and Washington State Educational Technology Standards
4. Knowledge of reading instruction and literacy skill development
5. Skill in the instructional use of technology
6. Ability to develop a positive and productive relationships with staff, students, parents, and community members
7. Ability to use a variety of instructional strategies to address different learning styles and diverse student populations
8. Ability to collaborate effectively as a team member
9. Knowledge of children’s literature and ability to promote school wide reading
10. Ability to evaluate and select appropriate resources to support the instructional program

**Licenses, Certificates & Special Requirements:**

11. Valid Washington State teaching certificate with Library Media Endorsement (and/or K-12 Standard General unendorsed certificate).
12. 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.*