

LOS ANGELES UNIFIED SCHOOL DISTRICT
Personnel Division

Class Description
LIBRARY MEDIA TEACHER, ELEMENTARY

Reporting Relationships

Receives administrative, instructional, and/or operational direction from the elementary school principal or certificated designee to which assigned. Receives technical direction from the Supervisor, Library Services. Supervises the work of personnel assigned to assist with the instruction, organization, or operation of the school library media center.

Functions

Essential Functions

1. Aligns the school library media program, collection and services with the school curriculum and the learning and teaching needs of students and staff.
2. Collaborates with classroom teachers to plan, develop and implement units of study which promote literacy and integrate information skills into curriculum to meet District standards.
3. Performs the three roles of the school library media teacher: teacher, information specialist and instructional collaborator.
4. Provides leadership for the school library leadership team to plan, organize, manage and promote the elementary library media center program and its resources, equipment and facilities according to established policies, procedures and guidelines.
5. Maintains an attractive, organized and functional room environment.
6. Coordinates the evaluation and selection of reading materials, audiovisual materials, computer software and equipment according to established criteria which will meet the curricular and personal needs of students and teachers.
7. Trains, supervises and evaluates the work of classified staff, student workers and volunteers.
8. Participates as an active member of curriculum development committees within the school and attends professional meetings and/or conferences to develop competencies necessary to function in the three roles.
9. Works with students and teachers to maintain proper behavior and care of learning resources.
10. Participates in District evaluation programs for books, audiovisual materials and/or computer software.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

Qualifications

Knowledges, Skills, Abilities and Personal Characteristics

1. Knowledge of the elementary curriculum, teaching strategies and diverse learning needs of students.
2. Specialized knowledge of children's literature, nonfiction and reference books, periodicals, instructional media and learning technologies in relation to the elementary curriculum.
3. Ability to provide learning experiences for students that motivate them to read.
4. Understanding of the cognitive steps in the research process.
5. Ability to model and to co-design and implement with teachers resource-based learning projects so that students learn how to locate, analyze and responsibly use information and ideas from multiple sources.
6. Ability to organize and manage the library media center, facility, learning resources and technologies.
7. Ability to plan for and facilitate student use of computers and audiovisual hardware and software as part of the school's instructional program.
8. Knowledge of computers and other technologies including the utilization and operation of both hardware and software.

9. Capacity to work and communicate effectively with teachers, administrators, students, clerical staff, parents, District personnel, community representatives and public librarians in providing an appropriate instructional program.
10. Ability to compose and comprehend written communication.
11. Ability to work effectively with all racial, ethnic and socio-economic groups.
12. Ability to apply an appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
13. Ability to observe, evaluate and effectively utilize personnel assigned to work in the school library media center.

Education

1. At least one semester of successful paid teaching or the successful completion of practice teaching as required by an accredited teacher training institution in a self-contained classroom in kindergarten or grades one through six.
2. An earned master's degree in library and information science from an accredited college or university **OR** an earned bachelor's degree and the completion of requirements for the Library Media Teacher Services Credential. Requirements for the Library Media Teacher Services Credential include the completion of at least 30 graduate semester hours at a teacher training institution or a college or university in a program approved by the American Library Association and/or the California Commission on Teacher Credentialing.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Credentials

One of the following California credentials or combination of credentials must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Service Credential authorizing service as a librarian or library media teacher and a basic elementary or secondary teaching credential
2. Standard Teaching Credential with a specialization in elementary or secondary teaching and completion of the specialized area of librarianship
3. Librarianship Credential and a basic elementary or secondary teaching credential
4. General Secondary Credential and completion of the requirements specified above under "Education"