

Los Angeles Unified School District  
Personnel Division

Class Description  
LIBRARY MEDIA TEACHER, SECONDARY

REPORTING RELATIONSHIPS

Receives administrative direction from the principal of the secondary school to which assigned; may receive functional direction from an instructional deputy designated by the principal. Receives technical direction from a Coordinating Field Librarian. Supervises the work of personnel assigned to assist with the instruction, organization, or operation of the school library media center.

DUTIES AND RESPONSIBILITIES

1. Cooperates in implementing the school curriculum by coordinating library instructional media with the learning and teaching needs of students and teachers.
2. Cooperates with classroom teachers to plan, develop, and implement units of study which integrate information skills.
3. Develops a library media instructional program that is part of the total educational program of the school by providing large group, small group, and individualized instruction in information skills, reading, viewing, listening, and computing.
4. Plans, organizes, manages, and promotes the secondary library media center program and its resources, equipment, and facilities according to established policies, procedures, and guidelines.
5. Evaluates and selects, according to established criteria, reading materials, audiovisual materials, computer software, and equipment which will meet the curricular and individual needs of students and teachers.
6. 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 an instructional role.
7. Teaches classes in library practice in accordance with the requirements of approved courses of study and at a rate and level commensurate with established expected student progress, using books and other instructional materials authorized for such courses.
8. Maintains proper control of a physically attractive, well-organized, and inviting learning environment in the library media center.
9. Reviews and evaluates books, audiovisual materials, and/or computer software for Media Services' evaluation programs.
10. Evaluates the performance of subordinate personnel.
11. 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 which are registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
12. Performs other duties as assigned in accordance with the District-UTLA Agreement.

QUALIFICATIONS

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the secondary curriculum, teaching strategies, and learning modalities affecting the utilization, selection, and evaluation of instructional media.
2. Specialized knowledge of instructional media and their application to instructional programs.
3. Ability to retrieve, evaluate, organize, and present information from a variety of sources.
4. Proficiency in planning, performing, and implementing the professional duties and responsibilities related to the organization and management of the library media center program.
5. Knowledge of media technology, including the utilization and operation of both hardware and software.
6. Capacity to work effectively with teachers, administrators, students, clerical staff, parents, District personnel, community representatives, and public librarians in providing an appropriate instructional program.
7. Facility in oral and written communication.

8. Ability to utilize effective instructional techniques.
9. Appropriate appearance and cleanliness.
10. Appropriate manner including poise, tact, good judgment, and commitment to the education of students.

#### Education

An earned master's degree in librarianship from an accredited college or university or an earned bachelor's degree and the completion of a one-year library science course (not less than 24 semester units) from a teacher training institution or a college or university accredited by the American Library Association.

#### 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