

CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California 95928  
(530) 891-3000, Ext. 142

**JOB DESCRIPTION**  
K-8 Library Media Teacher

**Brief Description of Position**

The K-8 Library Media Teacher (LMT) provides the expertise and leadership to ensure that the library media program is an integral part of each school's instructional program. In order to accomplish this, the K-8 Library Media Teacher functions as a Teacher, an Information Specialist, and an Instructional Consultant. With staffing of K-8 LMTs at two for the district, one LMT will serve all elementary schools and the other will serve all junior high schools. The Library Media Teacher will deliver services appropriately and professionally at each site, taking into consideration school student population and immediate need.

**Major Duties and Responsibilities**

**As Teacher:**

- ? Trains and directs each school's library media clerk in library operations.
- ? Collaborates with teachers, and departments to integrate library skills and services with the classroom-teaching program. (Junior High School LMT only)
- ? Provides library orientation and instruction in the use of library resources, including electronic media, on an individual and class basis as appropriate for students in grades four and seven and with other grades as possible.
- ? Schedules and distributes a calendar of workdays for each school site.

**As Information Specialist:**

- ? Selects, orders, and catalogs library materials at assigned grade levels within the district.
- ? Maintains collection at assigned sites.
- ? Supervises and establishes procedures for organizing, cataloging, processing, discarding, and circulating library materials.

**As Instructional Consultant:**

- ? Participates in Library Media Teacher professional development opportunities.
- ? Evaluates the library program, services, and materials in terms of adequacy in meeting curricular needs of students and faculty.
- ? Communicates with site administrators regarding the school library program.

**Related Duties:**

- ? Perform related professional duties as needed

**Supervision Exercised or Received**

The K-8 Library Media Teacher works under the direction of the Director of Educational Services with input from K-8 site administrators.

A-5

*Job Description - K-8 Library Media Teacher*

**POSITION QUALIFICATIONS**

**Minimum Qualifications**

1. *Credential: Any valid credential issued by the State of California authorizing the holder to*

perform the services of a school Library Media Teacher in grades K-8.

2. **Education:** Bachelor's degree, including all courses needed to meet credential requirements.
3. **Experience:** Successful classroom teaching experience is desirable.
4. **Personal Qualities:** Appearance and grooming which establish a desirable example for students, along with the ability to meet District standards for mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the Library Media Teacher. Must have the ability to relate well to other faculty members.

Revised: August 19, 2004