

Irvine Unified School District

TEACHER -INFORMATION SPECIALIST

LIBRARY MEDIA CENTER

DEFINITION

Under general supervision, promotes and coordinates the use of instructional materials, technology, and equipment and supervises the operation of the library/media center, works with students, staff and administration to provide a variety and range of materials that enrich the curriculum, challenge students in their research and study, and stimulate an intellectual curiosity and a lifelong love of reading and learning.

ESSEN H%o"VÉnÛH ½ó+êÈ Â6»¹ † ¶sH ÉÁ dl-™ÈπcÑîx¾>µt²İçç ÈEiãÕpªZiÇè} °ž.Ûè·©³§±èÐP³Ò±õĀ
teaching strategies using technology.

- x Provides Professional Development.
- x Creating and maintaining a core collection which remains relevant to the current curriculum.
- x Keeps school community informed of materials, activities and services of the Library/Media center
- x Coordinates special programs, book fairs, author visits, etc.
- x Teaches information literacy and research skills.
- x Demonstrates competency in using current technology.
- x Takes a Leadership role in implementing Digital Literacy and Citizenship.
- x Teaches the production of media through various types of technology.
- x Manages a textbook and library circulation system.
- x Prepares and administers a budget.
- x Trains and supervises library support staff in the performance of their duties.
- x Keeps abreast of current developments and research through professional associations, study and
- x Supports reading through materials, activities, and working with students.
- x Cooperates in schoolwide supervision of students during out-classroom activities.
- x Participates in faculty and/or District committees.

QUALIFICATIONS:

KNOWLEDGE OF:

The noise level in the work environment is usually moderate.

Revised September 2017