

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/91	<u>TEACHER, LIBRARY MEDIA MATERIALS RESOURCE</u>	1.4.3.2A
Effective Date	Job Title	Index

1. Basic Position Function: Coordinates the previewing of media materials which become the basis of selection for school and District level media collections. Manages the Curriculum Library. Acts as a resource person in any matter concerning the availability of media materials for School District use.
2. Immediate Supervisor: Library Media Coordinator.
3. Key Relationships:
 - 3.01 Supervises student/clerical aide.
 - 3.02 Confers with all library media teachers to identify materials needs.
 - 3.03 Works with curriculum coordinators to define resource needs; locates, evaluates, and assists in selecting materials to meet identified needs.
4. Primary Duties and Responsibilities:
 - 4.01 Coordinates all activities relating to the media exhibits: for example, surveying school and District needs; contacting media representatives; using professional evaluation tools to select current, quality materials; publicizing preview activities; organizing the receipt and return of all materials.
 - 4.02 Circulates curriculum library materials; publicizes library holdings; maintains necessary records; solicits and acts on request for materials to be purchased; selects and weeds materials to keep the collection current and responsive to District curriculum needs.
 - 4.03 Organizes and maintains files for locating all types of media materials and resources; communicates with media teachers about current developments in media materials; provides guidance and leadership for media teachers in selection of materials.
 - 4.04 Coordinates the ordering of school encyclopedias, District AV materials, and any other media materials representing District-wide purchasing.
 - 4.05 Evaluates, weeds, and identifies needs in the District AV collection to correspond with curriculum development.
 - 4.06 Uses the computer as a tool for management and information retrieval.
 - 4.07 Exhibits attitudes that promote among others an enthusiasm about media, a desire to keep current about trends in education, and an energetic pursuit of new ways to use media effectively to enhance the curriculum.
5. Minimum Requirements:
 - 5.01 Oregon Standard Educational Media Certificate.
 - 5.02 Two years of successful experience as building library media teacher in Salem Public Schools.
 - 5.03 Demonstrated ability in media selection and coordination of materials with the curriculum.

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- 5.04 Demonstrated ability to work cooperatively with library media teachers, classroom teachers, administrators, and support personnel.
- 5.05 Demonstrated organizational abilities.
- 5.06 Demonstrated oral and written communication skills.
- 5.07 Experience with and interest in computers.
- 5.08 Physical ability to pack, unpack, and move materials.

6. Term of Employment:

6.01 200 days: teacher contract plus 10 days.

7. Salary Level: Teacher Salary Schedule

8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date
(supervisor)

Received by: _____ Date
(staff member)