

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**Teacher – LIBRARY MEDIA SPECIALIST ELEMENTARY**

---

Department: Licensed Personnel Services

Classification: Licensed

Terms of Employment: 9/12 Months

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Clark County School District (CCSD) Teacher Salary Schedule.

**POSITION SUMMARY:** The teacher will implement into daily student instruction appropriate educational curriculum based on the Nevada State Standards and Curriculum Essentials Framework (CEF). The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This person will be expected to adhere to the CCSD Professional Domains and Standards for Licensed Employees and will report directly to the school site administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administer appropriate district curriculum which is aligned with the Nevada State Standards.
2. Ensure the opportunity for all students to learn in a supportive environment developing attitudes, habits, and skills leading to lifelong library use.
3. Create and maintain a positive, orderly, and academically focused learning condition in the library media center.
4. Develop and implement the Components of an Effective Lesson for instruction.
5. Analyze student progress and provide appropriate instruction.
6. Provide a classroom management/discipline plan ensuring safety at all times.
7. Ensure assessment regulations and guidelines are followed at all times.
8. Assist teachers integrating library media center services and instruction with classroom instruction.
9. Collaborate with teachers to develop library media center resources.
10. Provide instruction to students through scheduled library sessions.
11. Develop a balanced collection of print and electronic resources representative of diverse points of view.
12. Provide an environment that fosters library use by students and staff.
13. Develop and maintain a manual of library policies and procedures.
14. Ensure a relevant professional library promoting the professional development of the faculty and staff.
15. Develop a library media climate that promotes positive learning conditions.
16. Work professionally with administrators, staff, parents, and community.
17. Integrate technology into the instructional program.
18. Participate in other job-related duties and activities related to the position as assigned.

**POSITION EXPECTATIONS:**

1. Demonstrate knowledge, skill, and ability to provide instruction in an elementary library media environment.
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Become proficient in district library automation software.
4. Serve as a resource person to administrators, teachers, and students.
5. Guide the learning process toward achievement of curriculum goals.
6. Establish and communicate clear objectives for all lessons, units, and projects.
7. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
8. Participate as an active member with other faculty and staff.
9. Maintain accurate and complete records as required by law and district policy.
10. Facilitate student development of independent library information skills.
11. Offer faculty in-service sessions in the area of information literacy, electronic, and online resources.
12. Maintain and improve professional competence.

13. Communicate effectively both written and orally.
14. Perform other job-related duties as assigned by principal.

**POSITION REQUIREMENTS:**

Education and Training:

Bachelor's Degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education.
2. Certified in relevant subject area.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability, and shall extend to working conditions, training, promotion, and terms and conditions of employment.