

Teacher – Librarian, Elementary

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee

Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

Position Summary

The teacher will implement into daily student instruction appropriate educational curriculum based on the Nevada Academic Content Standards (NVACS) and the library curriculum that correlates with the Nevada Information Literacy Standards. The teacher will create and maintain an educational atmosphere that encourages rigorous student learning and supports school and Clark County School District programs and goals. This person will be expected to adhere to the District Professional Domains and Standards for Licensed Employees and will report directly to the school site administrator.

Essential Duties and Responsibilities

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

1. Implements District curriculum which is aligned with the NVACS through scheduled library sessions.
2. Leads the integration of 21st Century technology tools and strategies into the instructional program.
3. Develops and implements the Components of an Effective Lesson for instruction.
4. Uses a variety of assessment practices to analyze student progress and provide appropriate instruction.
5. Provides a classroom management/discipline plan ensuring a safe, positive, orderly, and academically focused learning environment.

6. Collaborates with teachers to integrate library media center services and instruction with classroom instruction.
 7. Collaborates with administrators and teachers to develop library media center resources that align with the NVACS and District/school goals.
 8. Develops and maintains a current, balanced collection of print and electronic resources representative of diverse points of view.
 9. Provides access to an environment that fosters library use of print and digital resources by all students and staff.
 10. Develops and maintain a manual of library policies and procedures including a library selection policy.
 11. Ensures a relevant professional library promoting the professional development of the faculty and staff.
 12. Works professionally with administrators, staff, parents, and the community.
 13. Ensures the opportunity for all students to learn in a supportive environment developing attitudes, habits, and skills leading to lifelong library use and reading for information and pleasure.
 14. Participates in other job-related duties and activities related to the position, as assigned.
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Position Expectations

1. Demonstrate knowledge, skill, and ability to provide instruction and promote student achievement in an elementary library media environment.
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Be proficient in District library automation software and electronic resources.
4. Serve as a leader on information literacy, an instructional partner, and resource person to administrators, teachers, and students.
5. Guide the learning process toward achievement of curriculum goals, school goals, and District 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, including research, reading, listening, speaking, writing, and technology use, in order to meet the needs of all students.
8. Serve on school committees and 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 critical thinking, information literacy skills, and digital citizenship.

11. Lead faculty in-service sessions in the area of information literacy, electronic, and online resources.
 12. Maintain and improve professional competence by remaining current in professional practices, information technologies, and educational research for school library programs.
 13. Communicate effectively both written and orally.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire by time of appointment to the position, a teaching license issued by the Nevada Department of Education.
2. Must hold, or be able to hold, an endorsement in K-12 School Library Media Specialist.

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

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 05/21/19
- Created: 05/14/10