SPS Teacher Librarian Roles and Responsibilities

The role of the teacher librarian includes library management as well as outreach to staff, students, and families to support the use of a wide variety of print and electronic resources.

For this reason, the library teacher librarian needs to consult with the principal, assistant principal, and faculty members to formulate and implement a mission, philosophy, short and long-term goals, and objectives for the library media program.

Facilities Management
Collection Development and Circulation
Teaching and Learning
Reading Selection
Professional Development
Budget
Personnel Oversight
Communication

Facilities Management

- Create a warm and inviting climate that celebrates reading.
- Provide culturally appropriate support and materials for diverse student populations.
- Plan for and organize library resources in an easily accessible, efficient, and attractive manner that is conducive to learning and inviting to students and staff.

Collection Development and Circulation

- Understand and implement the short- and long-term development and maintenance of a current and appropriate library collection that supports the elementary/secondary curriculum.
- Provide resources that meet the informational, research, educational, and recreational needs of students and staff.
- Be able to generate, use and communicate TitleWave collection analysis data to staff for informed decision-making in the materials acquisition process.
- Consult with students and staff regarding needs and interests in relation to the selection and utilization of print/electronic materials and equipment.
- Ascertain the newest and best in literature based on current reviews.
- Classify, catalog, and circulate library materials.
- Generate, analyze, communicate, and respond to trends in circulation data.
- Manage, use, and understand the capabilities of the Destiny Library System. This includes:
    - Resource circulation and cataloging;

- Report generation (e.g., checkouts, late/lost books, fines, circulation);
- Completion of annual inventories;
- Management of staff accounts for log in, resource list creation, and book review approval.

Teaching and Learning

- Analyze curriculum changes and advances in technology to meet the instructional needs of students.
- Develop curriculum that addresses library and technology standards in concert with classroom curriculum and common core standards.
- Engage students in a wide-variety of activities allowing for creativity, collaboration, and self-expression that promote a love of and excitement around reading.
- Collaborate with teachers to integrate curriculum content with resource use and information literacy skills, including meaningful and effective grade appropriate reference work and/or literature appreciation activities for students.
- Support teachers in the implementation of curriculum through support materials, enhancements, and resources by adding depth and breadth in order to adequately meet the educational needs of all students (e.g., a graphic novel of the Oregon Trail for a struggling reader, Hi/Lo biography as a supplement to the reader).
- Use direct, formal instruction and indirect, informal instruction to teach specific library, research, information literacy, and technology skills needed for using and accessing print and online library resources.
- Guide students in finding and using a wide variety of age and reading level appropriate materials.
- Establish and maintain library behavior expectations aligned with school-wide PBIS programs.
- Attempt to instill in students the ability to be self learners by promoting the spirit of inquiry and teaching effective research skills.

Reading Selection

- Promote literacy and the enjoyment of reading, viewing, and listening.
- Assist students with reading selections based on a working knowledge of books, authors, and topics within the collection.
- Support *Reading Counts* implementation and work with staff to ensure understanding of *Reading Counts* results.
- Understand the differences between lexiles, reading levels, and interest levels. Work with staff to assist students in selecting books at the proper reading level.

Professional Development

- Seek professional development opportunities to ensure that media staff stay current in professional practices.
- Provide professional development to staff on library, research, information literacy, and technology skills needed for using and accessing print and online library resources.

- Provide leadership and training to assist staff in becoming transliterate.

Budget

- Understand and develop a short and long-term budget plan to support collection development goals.
- Locate and identify quality materials that will withstand use over time.
- Understand the difference between library bound and non-library bound books.
- Seek additional funding sources.

Personnel Oversight

- Effectively utilize staff, including clerical, volunteer, students helpers and community members, who assist in the library to provide quality services to patrons.

Communication

- Provide safe and confidential access to a wide variety of media resources.
- Promote the library media center through public relations, including school web site.
- Provide outreach to families through training in the use of online library resources.
- Communicate with parents about late/lost books and fines.
- Plan and manage library events (e.g., book fairs).