

HOOD RIVER COUNTY SCHOOL DISTRICT CERTIFIED JOB DESCRIPTION

Job Classification: District Librarian

Job Title: District Librarian

Job Purpose Statement: The job of District Librarian provides leadership and expertise necessary to ensure that the media/technology program is an integral part of each school's instructional program. The position serves as a specialist, teacher and instructional consultant linking media/technology program resources to students and staff.

Essential Job Functions:

- **Maintains** an updated/current library collection that correlates with the district curriculum and state standards.
- **Supervises** library media staff, volunteers and student assistants.
- **Applies** knowledge of the district curriculum and state standards to integrate and support media/technology (i.e. Future Paths) instruction.
- **Collaborates** with staff to create, plan, and implement learning experiences and assess student learning using a variety of resources and technologies.
- **Selects** and integrates media materials and technology into the instructional program. Ensures students' understanding of the ethical and legal use of information.
- **Prepares** students for life-long learning, informed decision-making, a love of reading, and the use of information technologies.
- **Fosters** an appreciation of literature in students and creates an inviting and supportive library media center that provides equal access to all learners.
- **Works** with building administrators to oversee and maintain library/technology budgets, and the purchase of materials and equipment.
- **Trains** teachers and students to use technology.
- **Demonstrates** the use of technology in classroom instruction.
- **Maintains** current knowledge related to instructional technology.
- **Applies** an understanding of hardware, software, local network, Internet and troubleshooting basics
- **Acts** as a building liaison with district level Media/Technology personnel to provide curriculum resources for teachers (websites)
- **Coordinates** with building and the district technology department to provide a logical and cohesive progression towards district technology goals outlined in the Future Paths document.
- **Implements** schedule of instruction as directed by building administrator.
- **Demonstrates** the ability to be at work, on time, every scheduled work day.
- **Participates** in professional growth activities.

Other Job Functions:

- **Performs** such other related duties as may be requested by the supervisor, District Office Supervisor, or the Superintendent.

Knowledge, Skills and Abilities:

- Possess the knowledge, skills and ability to perform the essential functions of the job.
- Knowledge of effective mentoring and cognitive coaching.
- Knowledge and skill in various managerial and instructional methodologies.
- Skill and ability to communicate effectively, both in oral and written form.
- Demonstrated leadership abilities.
- Knowledge and understanding of current education theory, practice and current trends.
- Knowledge of and experience using various instructional strategies.

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- Skill to effectively deal with students and parents in often difficult circumstances.
- Ability to effectively process and communicate information and follow written and/or oral instructions.
- Ability to read, analyze, and interpret common scientific and technical journals, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- To perform this job successfully, an individual should have knowledge of Database software and Word processing software.
- Bilingual English/Spanish skills preferred.

Experience Required: A minimum of three years of experience as a successful teacher. Preference given for experience as a Librarian.

Education Required: Masters' degree in Education; or an equivalent combination of education and experience that would provide the applicant with the desired skills, knowledge and ability to perform the job.

Licenses, Certifications, Bonding, and/or Testing Required: Current Oregon State Teaching License with Educational Media or Library Media endorsement. Valid Driver's License, evidence of insurability and possess reliable personal transportation, Criminal Justice Fingerprint Clearance, District drug screen.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

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5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date