

**BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220**

**Barrington, Illinois 60010**

**JOB DESCRIPTION**

**TITLE:** Teacher Librarian

**QUALIFICATIONS:**

1. Masters Degree in Library and Information Science or Degree in Instructional Technology with school library media certification (ISBE).
2. Strong background in computer and information technology.
3. Teaching experience is preferred.
4. Ability to communicate effectively.
5. Ability to organize, to coordinate, and to supervise work of library media center support staff.
6. Ability to be flexible and adaptable.

**REPORTS TO:** Building Principal

**SUPERVISES:** Library media center support staff, adult and student volunteers.

**PURPOSE OF JOB:** To partner with teaching staff in the development of student literacy through the administration of the library media center program (per curriculum map); to provide specialized instruction to students and staff; and to oversee the selection, organization, utilization, and maintenance of library media resources.

**RESPONSIBILITIES:**

1. Collaborate with teachers to provide integrated instruction in information and technology literacy; assist students and staff in identifying appropriate resources for achievement of student learning goals.
2. Promote the development of research skills.
3. Instruct students on a formal and informal basis in skills related to reading, research, and the use of information and instructional technologies.
4. Assess information skills and the research process on a regular planned basis for student, teacher and staff use.
5. Assist teachers in promoting reading to their students; provide reading experiences for students and staff in groups and as individuals.
6. Administer the library media budget to develop and maintain a diversified collection of resources to support curricular needs, professional staff development, student literacy, and recreational reading.
7. Serve as member of school curriculum teams.
8. Stay abreast of current trends in the field by participating in appropriate continuing education programs including inservice courses, workshops, conferences and professional meetings as well as reading professional journals.
9. Communicate the library media program to families, the PTO and the greater community through the school web page, PTO Newsletter, and local newspapers.

**PHYSICAL CONTEXT OF THE JOB:** Requires the use of computers, peripherals, and ability to move audiovisual equipment.

**GENERAL COMMENTS:**

**TERMS OF EMPLOYMENT:**

BEA Contract