

**Procedure Manual: Teacher Librarian (TL) Evaluation (Rev. March 2018)**  
**Appendices: TL Job Description**

---

Phoenix Union High School District  
4502 North Central Avenue  
Phoenix, Arizona 85012

*Equal Opportunity Employer*

POSITION TITLE:	Teacher Librarian	DIVISION:	Instructional Services
WORK YEAR:	9.0 months	DEPARTMENT:	IMC
LOCATION:	Schools	SALARY SCHEDULE:	Certificated

**GENERAL STATEMENT OF RESPONSIBILITIES:**

The Teacher Librarian is also a school leader who demonstrates an in-depth knowledge of the Information Management Center (IMC) area, its relationship to other programs, and the skills to work cooperatively with staff to plan, develop, and implement the program. S/he will collaborate with teachers and will provide instruction for the benefit of students to promote the intelligent use of information. S/he will ensure a positive and inviting atmosphere conducive to learning in a variety of styles through ethical and professional practices while managing all aspects of the daily operation of the IMC.

**MAJOR DUTIES:**

**Teacher:**

- Instructs students from various content areas
- Collaborates with teachers in the design, preparation, and delivery of units of study
- Integrates information literacy competencies while teaching research skills
- Promotes instructional technology to improve learning
- Instructs and supervises volunteers and students of record in the IMC

**Leader:**

- Collaborates with administration and staff to coordinate IMC support for content areas
- Ensures that IMC program goals, objectives, and resources are aligned with school and district long-range strategic plans
- Exercises a leadership role in encouraging IMC utilization by students and staff
- Provides IMC services and programs to staff, students, and parents
- Makes responsible budget decisions and keeps an accurate record of expenditures
- Manages equitable access of resources through asset acquisition and scheduling

**School Librarian:**

- Utilizes best practices for collection development to meet a variety of curricular student needs, interests, and abilities
- Evaluates, acquires, provides, and promotes resources to meet the needs of students and staff
- Advocates for the ethical use of information
- Maintains a positive, inviting library culture
- Contributes to reading achievement through programing and materials selection
- Pursues professional growth activities in order to keep abreast of new information and developments in the fields of education, technology, and contemporary trends in adolescent interests

**Procedure Manual: Teacher Librarian (TL) Evaluation (Rev. March 2018)**  
**Appendices: TL Job Description**

---

**QUALIFICATIONS:**

1. Valid Arizona teaching certificate and an Arizona Library/Media Specialist Endorsement
2. Complete a minimum of 18 hours of course work in Library / Information Science
3. MLS degree or MA in Educational Technology preferred

**SUPERVISION RECEIVED:**

Supervision received directly from the principal or designee (or educational unit administrator); indirectly from the District supervisor for IMC services

**SUPERVISION GIVEN:**

As directed by an administrator, supervises the daily work of classified employees assigned to the IMC.

<b>Prepared by:</b> Librarians Laura Telles, Executive Director of Curriculum	<b>Reviewed by:</b> CTA	<b>Reviewed by:</b> Talent Division	<b>Job Number:</b>	<b>Effective date:</b> <b>7/02/2016</b>
---	----------------------------	--	--------------------	--