

# Teacher – Librarian, Secondary

## 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

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## Position Summary

The teacher will create long-range and daily lesson plans to implement high quality, standards-based instruction for all students aligned to the Nevada Academic Content Standards (NVACS) and the Nevada Educator Performance Framework (NEPF). The teacher will create and maintain a culturally responsive educational atmosphere that encourages effective 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 report directly to the school site administrator.

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## Essential Duties and Responsibilities

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

1. Administer appropriate District curriculum, aligned with the NVACS.
2. Ensure the opportunity for all students to learn in a supportive, culturally responsive learning environment developing attitudes, habits, and skills leading to lifelong library use.
3. Create and maintain a positive, orderly, and academically focused learning condition in the library media center.
4. Develop and implement daily and long-range lesson plans using research-based strategies to meet the needs of all students, including but not limited to, students

- who have been identified as at-risk and above grade level, students with individualized educational programs (IEP), and English language learners (ELL).
5. Align lesson planning, instruction, reflection, and assessment practices to the NEPF.
  6. Assist teachers integrating library, media center services, and instruction with classroom instruction.
  7. Collaborate with teachers to develop library, media center resources.
  8. Provide instruction collaboratively with classroom teacher of record.
  9. Develop a balanced collection of print and electronic resources representative of diverse points of view.
  10. Provide an environment that fosters library use by students and staff.
  11. Ensure a relevant professional library promoting the professional learning of the faculty and staff.
  12. Develop a culturally responsive library media climate that promotes positive learning conditions.
  13. Collaborate effectively and professionally with administration, staff, parents/guardians, and the community.
  14. Integrate the use of technology into the instructional program in accordance with the Nevada K–12 Integrated Technology Standards.
  15. Develop and maintain a manual of library policies and procedures.
  16. Participate in other job-related duties and activities related to the position, as assigned.
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## **Position Expectations**

1. Demonstrates knowledge, skill, and ability to provide instruction in a secondary library media environment.
2. Works cooperatively with students, parents/guardians, peers, administration, and community members.
3. Displays materials to promote use of library, information center resources.
4. Becomes proficient in District library automation software.
5. Serves as a resource person to administrators, teachers, and students.
6. Employs a variety of instructional techniques and strategies aligned with instructional objectives in order to meet the needs of all students.
7. Participates as an active member with all faculty and staff.
8. Maintains accurate and complete records as required by law and District policy.
9. Maintains and improves professional competence.
10. Facilitates student learning of independent library information skills.

11. Offers faculty in-service sessions in the area of information literacy, electronic, and online resources.
  12. Communicates effectively both written and verbally.
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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 (NDE).
2. Must hold, or be able to hold, an endorsement in K–12 School Library Media Specialist.
3. A valid driver's license or state-issued identification card.

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

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 03/22/23
- Created: 05/14/10