

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**COORDINATING FIELD LIBRARIAN**

**Job Purpose**

Serves in Library Services of the Instructional Media Services Branch; provides coordinating library media services to schools; assists administrative district/division personnel in developing, maintaining, and improving library media programs and services.

**Responsible to**

Director, Instructional Media Services

**Subordinates**

Classified personnel as assigned

**Functions**

Essential Functions

1. Provides advisory consultation to administrative district/division superintendents, principals, library media teachers, teachers, and other District personnel for the purpose of developing, maintaining, evaluating, and improving effective library media programs.
2. In cooperation with administrative district/division staffs, plans and implements staff development on effective library media practices and the use of library media resources as they relate to the instructional program, literature appreciation, information skills, search strategies, and reading guidance.
3. Upon request, participates in conferences or meetings with administrators, library media teachers, teachers, and other District personnel for the improvement of the library media program.
4. Assists with the staff development of paraprofessionals, elementary and secondary personnel, community volunteers, and student library media teachers; assists in the development of library leadership teams.
5. Coordinates new school issues such as library media center schematics, recommending opening day collections, monitoring purchases, reviewing invoices, opening day set-up, and staffing.
6. Assists in developing plans for new and remodeled library media centers; assists in selecting a basic collection of material for new school library media centers prior to their opening; advises schools concerning the maintenance of library media centers and of established collections of library media materials.
7. Assists in the interpretation of the library media program to parent and community groups.
8. Assists in the District's evaluation of instructional materials; assists in the evaluation, selection, and use of specialized equipment and supplies for library media programs; assists school personnel in the evaluation, selection, and effective use of instructional materials.
9. Assists school personnel by providing information concerning effective library media practices, recent trends and research, newly published materials, new developments in computerizing library media services, and specifications for library media equipment and supplies.
10. Assists and/or prepares publications as needed such as manuals of library practice and library/media skills/literature publications to be used by teachers, library media teachers, and other library media personnel.
11. Attends and participates in conferences and meetings related to library media services, as authorized.
12. Assists in the supervision and evaluation of the performance of subordinate personnel when assigned.
13. Provides information for library related grants and funding sources.

### Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

### **Qualifications**

#### Education

##### *Required*

1. Completion of an accredited library science program qualifying the applicant to serve as a library media teacher in an elementary and secondary schools.
2. At least two semester units of specific and two semester units of general coursework in multicultural education or equivalent study.

##### *Desirable*

An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.

#### Experience

##### *Required*

At least five school years of successful full-time service in a certificated position(s) as a library media teacher and/or coordinating librarian.

##### *Desirable*

Experience in coordinating library services.

*NOTE: For definitions of years of service, see Policy Guide E23.*

#### Credentials

##### *Required*

One of the following California credentials or combination of credentials authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Service Credential authorizing service as a librarian or library media teacher
2. Librarianship Credential and a basic elementary or secondary teaching credential
3. Standard Teaching Credential with a specialization in either elementary or secondary teaching and completion of the specialized area of librarianship.

#### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the principles of library science and of modern school library media programs and facilities.
2. Knowledge of books, periodicals, audiovisual materials, and computer software suitable to support the instructional programs at all levels.
3. Knowledge of school law and its application to library media teachers, libraries, and library materials.
4. Knowledge of teaching methods and of elementary and secondary curriculum trends affecting the selection, evaluation, and utilization of materials for elementary and secondary schools.
5. Leadership ability in planning and improving library media services.
6. Ability to develop and implement library instructional programs
7. Ability to evaluate books, periodicals, audiovisual materials, and computer software at all levels, and knowledge of the national review sources for all types of materials.
8. Ability to organize and conduct staff development.
9. Ability to compose and comprehend written communication.
10. Ability to effectively utilize computer technologies, such as email and word processing programs.
11. Ability to work effectively with all racial, ethnic, linguistic, disability, and socio-economic groups.

12. Ability to work effectively with District personnel, community representatives, and students.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Status

Permanent certificated employee of the Los Angeles Unified School District.

Special Requirements

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

*NOTE: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLZ