

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ALTERNATIVE EDUCATION LIBRARIAN & LITERACY TEACHER

BASIC FUNCTION:

Under general direction of the Director/Principal-Alternative Education, assists in establishing and attending to libraries in each of the Alternative Education Department school settings, delivering literacy curriculum and instruction to students in the alternative schools; provides professional leadership in the planning, programming, delivering, evaluating and assessment of the library's instruction program, curriculum resources, and reading intervention programs; works closely and effectively with administrators, teachers, paraprofessionals, and support staff to ensure that all Alternative Education Department students reach the level of literacy necessary to achieve academic and career success; provides direct instruction to students as a model to increase literacy strategies department wide; and assists in professional development in an effort to increase student literacy.

REPRESENTATIVE DUTIES:

Provides leadership in expanding, enhancing and assessing the delivery of library instruction to students both on and off-site, incorporating best practices in instruction and information literacy; takes on the primary responsibility for teaching information literacy skills and concepts, basic reading comprehension skills, fluency, and academic vocabulary.

Monitors and keeps records of all student literacy levels and ensures support and intervention materials are provided to teachers; facilitates Professional Learning Communities focused on literacy and the use of data to inform instruction.

Refines policies, procedures, and approaches to library instruction, for traditional and interactive modes including online courseware, certification programs, and other related resources; develops programmatic assessment models that measure the impact of library instruction on student learning.

Designs shared instructional materials in various formats (e.g. electronic, interactive, etc.), including user guides and training materials, working closely with other professional staff.

Works with SCCOE Divisions to provide workshops for faculty and staff in the use of library information resources, curriculum and instruction, technology, and other related resources; works across the department and at each school site.

Staffs the resource room and provides coordination of the materials including textbook adoptions, core and supplemental curriculum, and intervention materials.

Actively participates in all department and curriculum meetings; develops reading incentive programs and monitors student's access to reading materials.

Collaborates with the Assessment Technicians to link reading assessments to instructional intervention resources and provides direct support to teachers and students in and out of class.

Develops literacy materials for staff and tutors; coordinates the ordering and dissemination of such materials; provides materials and instructional strategies for after school literacy programming

Prepares grant requests and develops ongoing funding sources for the program.

Collaborates with technology services and provides technical support for student computers and access to online resources

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Objectives, principles, procedures, standards and trends in literacy programs;
Socio-economic and ethnically diverse groups within an urban setting;
Understanding of trauma informed care and juvenile justice involved youth;
Methods and techniques in facilitating and developing literacy program;
Understanding of grades 6-12th grade curriculum, state standards, and literacy;
Specific methods and materials used in literacy instruction tailored to an eclectic, individualized approach to instructing program students;
Teamwork;
Ability to work effectively and harmoniously with faculty, staff, and students in a culturally diverse environment;
Ability to plan, organize, and facilitate learning sessions with students, teachers, and support staff;
Create and coordinate programs which effectively serve at-risk youth in their efforts to improve reading comprehension.

EDUCATION AND EXPERIENCE:

Demonstrated competence in public services areas in K-12 school/university and/or libraries, including reference and library instruction;
Must have significant experience teaching and collaborating with faculty to deliver library instruction and literacy;
Comfortable with new information technologies;
Excellent oral and written communications skills.

LICENSES AND OTHER REQUIREMENTS:

Master's degree in Library Science, Education, or related field or its equivalent
Bachelor's degree from an accredited college or university,
Valid California Single Subject or Multiple Subject Teaching Credential authorizing teaching in the subject area;
A special fitness to perform per Education Code § 44865.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment;
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials

Approved: Anisha Munshi 5/21/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 5/21/19
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools