



## Head Library Teacher Job Description

**Position Title:** Head Library Teacher  
**Department:** Library

### Overview:

To provide leadership in the planning, development and implementation of the library media program based on Arkansas Library Media Curriculum Frameworks, National Technology Standards and American Association of School Librarian (AASL) Standards.

### Required Education and Experience:

- Undergraduate Degree in Education
- Preferred 3 Years of Classroom Teaching Experience
- Preferred Masters in Library Science or Arkansas Masters Level Certification in Library Media Science or Current Masters Level Library School Student

### Required Skills:

- Excellent verbal and written communication skills.
- Capacity to initiate and nurture relationships with potential school families.
- Excellent organizational skills.
- Computer proficiency: database, word processor, FACTS, etc.
- Ability to long-range plan and manage the daily details of implementation

### Job Description and Responsibilities:

- Nurture authentic student learning within and beyond the curriculum
- Collaborate with the learning community (teachers, administration and others) to help learners meet their information needs and spiritual needs
- Provide technologies, both instructional and informational to enhance learning and spiritual development
- Provide intellectual and physical access to information and ideas for learning and spiritual growth

- Provide direction and implementation of a collection development policy for obtaining, weeding and discarding of print and online materials and resources