PUBLIC SCHOOLS PERSONNEL CO-OP
invites applications for the position of:

Yelm-Teacher-Library 2016-17

JOB TYPE: Regular Part-time
LOCATION: Fort Stevens Elementary 16525 100th Way SE Yelm
DEPARTMENT: Yelm Community Schools - Fort Stevens Elementary
SALARY: $16,580.00 - $31,251.00 Annually
OPENING DATE: 06/23/16
CLOSING DATE: Continuous
REQUIRED ATTACHMENTS:
3 Certificated Reference Forms and/or Letters, Cover Letter, Resume, Transcripts, Valid Washington State Certificate

DESCRIPTION:
3 hours per day
Salary noted above includes available additional days per CBA based on .40 FTE

CURRENT STAFF MUST SUBMIT A LETTER OF INTEREST AND AN UPDATED RESUME TO:
Human Resources Office/Staci Kelcher
Yelm Community Schools
PO Box 476
Yelm, WA 98597-0476

The job of the Library Teacher is to create a flexible instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with students assigned to the classroom; to motivate students to develop attitudes and knowledge needed to provide a good foundation of elementary grade education, in accordance with each pupil’s ability; to supervise students within the classroom, on campus, and during school functions; to provide a safe environment for learning; to establish good relationships with other staff members.

EXAMPLES OF DUTIES:
ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:
This list of essential functions is not exhaustive and may be supplemented as necessary and without notice. Depending upon individual assignments, the Elementary/Intermediate Teacher performs all or a combination of several of the following duties:

1. Create and maintain an environment that is conducive to learning and appropriate for individual interests and learning styles of students
2. Guide the learning process toward the achievement of curriculum goals and in harmony with the goals, establish clear objectives for all lessons, units, projects, and be able to communicate these objectives for all lessons using district-approved curriculum
3. Provide and use instructional methods and materials consistent with models of the building instructional methods and materials that are most appropriate for meeting stated objectives
4. Effectively utilize district technology appropriate to the position and assume responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor
5. Use effective classroom management techniques by establishing, sharing, and maintaining standards of pupil behavior to achieve an effective learning atmosphere consistent with building and District policy
6. Establish and maintain a reading incentive program for students, including reading appropriate materials and presenting book talks.
7. Maintain the building collection of materials and equipment in good condition through inventory, weeding, repairing, and utilizing recognized techniques for collection development.
8. Inventory, compile, and maintain records of media materials, equipment, and services.
9. Exercise a leadership role in encouraging media utilization by students and staff.
10. Cooperate in the facilitation of student learning activities which may be done in the classroom as well as in the media center to meet a variety of student needs, interests, and abilities.
11. Assist students in selection of materials and equipment and advise teachers about new and existing materials and techniques.
12. Serves as master resource person and provide reference assistance and instruction to students and staff.
13. Apply new technology to the library media program and services including telecommunication systems and services, computer systems and services, instruction design, basic and advanced forms of media production and use, administration of hardware and software systems and faculty design for proper media use.
14. Provide in service as needed in use of media equipment for faculty and students, as well as production and development of media materials.
15. Serve as building AV department/AV contact person.
16. Prepare bindery orders, requisition supplies, and keep acquisition and circulation statistics.
17. Train and review lower-level library media center employees, student workers, and volunteers.
18. Maintain regular attendance reports as indicated by the district.
19. Strive to update and maintain professional competence.
20. Attend staff meetings as per the collective bargaining agreement, District and state policies.
22. Conduct all work in a safe manner as specified by WISHA regulations and District rules.
23. Perform other duties and responsibilities as assigned.

Allowable Substitutions:
Such alternatives to the above qualifications as the administration may find acceptable and appropriate.

Language Skills:
Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, students, and the general public.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**TYPICAL QUALIFICATIONS:**

**Education and Experience:**
- Minimum Bachelor’s Degree
- Masters Degree in Library Science preferred
- Previous successful experience in a similar setting desirable or 5 years as an instructional teacher

**Licenses/Special Requirements:**
- Valid Washington Teaching Certificate with appropriate endorsements
- Criminal history clearance (waived if currently in the OSPI data base showing clearance within the last two years)

**SUPPLEMENTAL INFORMATION:**

**Required Knowledge, Skills, and Abilities:**
- Ability to apply knowledge of current research and theory to instructional programs
- Knowledge of library media terminology and process including Dewey Decimal Systems and standard library practices and procedures
Knowledge of bibliographic sources; standard reference materials
Knowledge of catalog card preparation, formats, and filing rules
Knowledge of office practices and procedures
Knowledge of computer operations, work processing, and data entry
Knowledge of operation of audio-visual equipment
Ability to establish and maintain effective relationships with students, peers, and parents
Evidence of skill in oral and written communication
Ability to perform duties with awareness of all district requirements and School Board policies
Ability to maintain a high degree of confidentiality
Ability to maintain high ethical standards
Ability to maintain accurate and complete records and forms
Demonstrate aptitude for successful fulfillment of assigned performance and responsibilities
Ability to work under pressure and deal with emergencies in a calm and effective manner
Ability to organize ideas, time, and materials to accomplish goals
Demonstrate a working knowledge of basic elementary school instruction
Demonstrate willingness to teach to student abilities
Ability to develop instructional goals to account for individual student needs
Demonstrate knowledge of state and national standards

WORKING CONDITIONS/ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk or sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety and well-being of students, or work output of other staff under the teacher's supervision. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate if a well managed classroom. Duties are performed indoors.

REPORTS TO: Building Principal

SUPERVISES: Supervises classroom employees, students, and volunteers

TERMS OF EMPLOYMENT: Work year and hours to be determined by the Board and the collective bargaining agreement.

EVALUATION: Performance of this job will be evaluated at least once annually in accordance with provisions of the Board's policy and or as indicated by the collective bargaining agreement on evaluation of employees.

Applicants to be interviewed are selected by a screening committee and interviews are arranged by Human Resources after the closing date. The applicant is responsible for notifying the Human Resources at that time if special accommodations are needed.

Yelm Community Schools does not discriminate in any programs, activities, or employment opportunities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal by a person with a disability and provides equal access to school facilities to the Boy Scouts and other designated youth groups listed in Title 36 of the United States Code as a patriotic society. This holds true for all district employment programs, activities and opportunities. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX/State Law Coordinator, RCW 28A.640/28A.642, Director of Human Resources/Student Services, (360) 458-1900;
EQUAL OPPORTUNITY EMPLOYERS

Member districts of the Public Schools Personnel Cooperative (PSPC) provide equal opportunity for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, color, national origin, religion, creed, age, sex, sexual orientation, gender expression or identity, honorably discharged veteran or military status, pregnancy, the presence of any sensory, mental or physical disability, the use of a trained guide dog or service animal, or any other basis prohibited by law. We also provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries concerning equal employment opportunity or the application of Title IX, Title VII, ADA, Section504 and ADEA may be directed to Jodi Petrovich, PSPC Administrator, at Capital Region ESD 113, 6005 Tyee Drive SW, Tumwater, WA 98512, (360) 464-6860. Such inquiries will be forwarded to the appropriate member district referred to in the inquiry.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.TeachingInWashington.com  
6005 Tyee Drive SW  
Tumwater, WA 98512  
360-464-6855  
pspc@esd113.org  

Position #2016-02643  
YELM-TEACHER-LIBRARY 2016-17 (FORT STEVENS)  
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