

Operate computer, presentation equipment and software, office equipment, and other instructional technology at an advanced level

Prepare and maintain various records, reports and files.

Required Qualifications:

Education & Experience:

Master's degree from an accredited college or university in Library/Information Science

Three or more years of experience as a school library media teacher or school librarian

Licenses & Other Requirements:

Valid California Library Media Teacher Services credential or valid California credential authorizing school library services

Valid Administrative Services Credential or meet the criteria and enroll in a University program which grants the Administrative Intern Credential

WORKING CONDITIONS:

Environment:

Indoor office environment

Driving a vehicle to conduct work

Physical Demands:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time.