

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Teacher 1 - 4 (Librarian/Educational Media)

SERIES NO.:

7122

MAJOR AGENCIES:

Ohio Veterans' Children's Home, Youth Services

EFFECTIVE DATE:

03/26/1990

SERIES PURPOSE:

The purpose of the teacher (librarian/educational media) occupation is to provide library/educational media services for residents housed in one state facility.

CLASS TITLE:

Teacher 1 (Librarian/Educational Media)

CLASS NUMBER:

71221

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to provide library/educational media services for residents housed in one state facility. All employees in this class must possess a baccalaureate degree or less.

CLASS TITLE:

Teacher 2 (Librarian/Educational Media)

CLASS NUMBER:

71222

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to provide library/educational media services for residents housed in one state facility. All employees in this class must possess a baccalaureate degree & twenty additional quarter hours.

CLASS TITLE:

Teacher 3 (Librarian/Educational Media)

CLASS NUMBER:

71223

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to provide library/educational media services for residents housed in one state facility. All employees in this class must possess a master's degree.

CLASS TITLE:

Teacher 4 (Librarian/Educational Media)

CLASS NUMBER:

71224

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to provide library/educational media services for residents housed in one state facility. All employees in this class must possess a master's degree & thirty hours of post-graduate study.

CLASS TITLE: Teacher 1 - 4 (Librarian/Educational Media)	CLASS NUMBER: 71221-71224	BARGAINING UNIT: 10
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Trains students to properly use library (e.g., proper use of catalog system & card files), assists students in making selections, schedules entire classes to use library, recommends projects to develop reading interest & aid students in self-development, trains & supervises students working as library assistants & maintains discipline.

Reviews, selects or recommends & orders all printed & non-printed materials for school library (e.g., periodicals, newspapers, magazines, books, films); classifies & catalogs all materials; shelves books & other materials; prepares special reading lists; maintains inventory of library materials & equipment; prepares periodic reports on library usage; maintains records on books that have been lost, stolen or damaged; ensures borrowed materials are returned; corresponds with other libraries, agencies, book jobbers & periodical distributors; monitors budget for library; attends meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of teacher education designed for librarian/educational media services & assigned grade levels; departmental policies & procedures concerning operations of educational program to include those for discipline &/or security*. Skill in operating equipment associated with library/educational media service & audio-visual equipment. Ability to assess educational needs of students & develop appropriate lesson plans & individualized assistance; prepare & maintain accurate & concise reports & records; gather, collate & classify information about data, people or things; establish good rapport with students & work cooperatively with other facility staff members.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current Teacher Certificate appropriate for librarian/educational media services & grade levels to be assigned; Teacher 1, 71221, must also have baccalaureate degree or less; Teacher 2, 71222, must also have a baccalaureate degree & 20 additional quarter hrs. but less than master's degree; Teacher 3, 71223, must also have master's degree; Teacher 4, 71224, must also have master's degree & 30 hrs. of post-graduate study.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Provisional certificate must be renewed in accordance to Section 3301-23-22 of Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to dangerous residents; may be exposed to contagious diseases.