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

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.

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.