

SALIDA SCHOOL DISTRICT R-32-J

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VACANCY NOTICE

Date: February 8, 2018

Position: **Library Media Specialist – Longfellow Elementary School**

Compensation: \$33,683. Minimum annual salary plus benefits

Status: Exempt

Procedure for application:

Send a complete application packet, including a certified application (available online at www.salidaschools.com), resume, letter of interest, three current letters of reference, and copies of certifications and transcripts (official transcripts will be required when hired) to:

Nancy Jones
Salida School District
Central Administration Office
349 East 9th Street
Salida, CO 81201

Closing date of application: February 22, 2018

Beginning date of employment: August 8, 2018

Conditions of employment: Selected applicant must verify past experience and hold a current Colorado teaching certificate, a Master's Degree in Library Studies is preferred.

General Description of the Role

The district is looking for a Library Media Specialist. The position requires planning and conducting activities for a balanced program of instruction for students' diverse backgrounds and abilities. This position requires a high degree of collaborative communication and leadership. It also requires substantial organizational and time management skills. A high level of autonomy is expected with equal amounts of self-management. Salary is based on a 156 day work calendar, scheduled with supervisor.

Supervisor and Evaluator: Elementary School Principal

Supervises and Evaluates: None

General Responsibilities:

Ability to work with and create a positive rapport with students and the general public

Demonstrate successful teaching experience with elementary school aged students as well as a personal commitment to constant improvement as a teacher

A commitment to work within the philosophy, standards, curriculum, scope, and sequence of the District

Experience using technology to support instruction

Preferred experience/knowledge/ability:

A master's degree from a program accredited by the American Library Association or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country.

A highly qualified candidate will also hold appropriate state certification as a school librarian and have completed a teacher preparation program and/or educational degree.

Job Duties:

To ensure that students and staff are effective users of ideas and information:

- create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff
- share with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use
- encourage the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community
- collect and analyze data to improve instruction and to demonstrate correlations between the instruction and student achievement
- maintain active memberships in professional associations
- remain current in professional practices and developments, information technologies, and educational research applicable to school library programs
- in accordance with district policy, develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school
- evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- understand copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- organize the collection for maximum and effective use
- the school library educator is knowledgeable about cataloging and classification, and library materials
- exhibit an understanding in using standard tools such as: Dewey Decimal Classification System, MARC, Library of Congress, Sears Subject Headings, and other resources as appropriate for the cataloging and classification of materials.
- has experience working with the following systems/programs: Follet Destiny Circulation system, EBSCO, Google, etc.
- prepare, justify, and administer the school library program budget to support specific program goals
- establish processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- create and maintain in the school library a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- select and use effective technological applications for learning and management purposes

Physical Demands

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 regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is regularly required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The Salida School District does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position.

No smoking or tobacco use is allowed on school property or in school vehicles.

Contract for employment shall be subject to approval by the District Board of Education.

Selected applicant must comply with the District's Drug-Free Work Place Policy.

