

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTINGS for 2021-2022 School Year
March 29, 2021

Title:

**Library Media Specialist (1) – Oneonta
Elementary School**

Application Closing Date:

Until filled

Qualifications: Must have the technical skills and personal attributes to complete all duties related to job (Job description provided during application process)

Contract Terms: Determined by OCS salary schedule, 187 days contract.

Salary: Salary is based on appropriate step and rank on the approved salary schedule.

Performance

Responsibilities: Carry out all duties related to job as assigned by Supervisor

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 27605 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for these positions and applications should be updated.

To be considered complete, applications should include a copy of the certification and college transcript.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: Library Media Specialist

QUALIFICATIONS: Hold a valid Alabama Teacher's Certificate as related to the position.

REPORTS TO: School Principal

JOB GOAL: To provide the faculty and students with an enriched school library environment in support of student learning. To provide a multitude of resources and experiences for students that will enhance the curriculum, invite intellectual growth and develop productive use of leisure time.

SUPERVISES: Students and assigned personnel.

ESSENTIAL FUNCTIONS:

1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Know teaching subject area and be properly certified for it.
5. Knowledge of content, curriculum, methods, materials and equipment needed by different departments in the school setting.
6. Ability to apply knowledge of current research, technology and theory to the library media facility.
7. Knowledge and skill in the operation of computers, computer programs, and audio/visual and digital media and other technology resources to perform job responsibilities.
8. Ability to use technology to communicate, to plan and provide instruction, to facilitate student learning, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
9. Organize and communicate subject matter, with an emphasis on communication and collaboration with a wide variety of people and groups
10. Follow courses of study prescribed by the State Board.
11. Participate in the State Board and system required in-service.
12. Develop, correlate and supervise the use of instructional materials.
13. Organize and manage a classroom conducive to successful learning experiences.
14. Evaluate student performance.
15. Provide individualized instruction as required.
16. Record and maintain necessary records and reports.
17. Provide supervision and discipline.
18. Work constructively with parents, student and other teachers.

PERFORMANCE RESPONSIBILITIES: Responsibilities include any duties assigned by administration or their representative, but will likely include the following:

1. Supervise the distribution, use, care and inventory of textbooks and other school provided devices.
2. Determine student needs and objectives.
3. Develops and implements the school library program which is applicable and related to educational goals and objectives.
4. Manages and coordinates inventory of library materials, textbooks, and digital devices as assigned.
5. Implement activities using a variety of techniques that utilize instructional time to meet objectives.

6. Supervises and promotes library activities.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relations skills.
9. Evaluate the education program and/or student progress.
10. Demonstrate proficiency in written and oral communication.
11. Maintain and submit records and reports.
12. Engage in personal professional growth and demonstrate professional ethics and leadership.
13. Demonstrate competency in the use of computers and available technology.
14. Contribute to the overall development of an effective school program.
15. Perform reasonable duties necessary for the safe and effective operation of the school.
16. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board

TERMS OF EMPLOYMENT: 187 days.

SALARY: Salary listed on the OCS Salary Schedule.

EVALUATION: Oneonta Board of Education Personnel Evaluation Plan

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