

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

October 20, 2020

The Autauga County Board of Education is now accepting applications for the position of: Library/Media Specialist at Marbury Middle School

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Current Alabama Teacher's Certificate, Class B or higher, with proper endorsement/certification

Effective Date: Following Board Approval

Salary: \$40,873 - \$68,780 (ACBOE approved salary schedule based on rank, certification, and experience)

Contract Length: 187 days (9 months)

Application Information: Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: October 27, 2020 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

LIBRARY MEDIA SPECIALIST

POSITION TITLE: Library Media Specialist
RESPONSIBLE TO: Superintendent of Education
REPORTS TO: School Principal
QUALIFICATIONS: Valid Teaching Certificate

PERFORMANCE RESPONSIBILITIES:

1. Determines individual, class, and school needs.
2. Establishes program objectives and plans learning experiences.
3. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
4. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
5. Exhibits evidence of human relations skills.
6. Evaluates the program and/or student progress.
7. Communicates with parents, colleagues, and community groups.
8. Uses correct grammar in written and oral communications.
9. Maintains and submits records and reports.
10. Adheres to school system rules, administrative procedures, local board policy, and State and Federal rules and regulations.
11. Engages in professional growth and development activities.
12. Performs other duties as assigned by the local board of education.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Communicates to students and teachers a knowledge of media, equipment, and services available through the library media center.
2. Organizes media and equipment to provide accessibility for users.
3. Establishes and maintains procedures for preview, evaluation and selection of media and equipment.

JOB GOAL: To help student learn subject matter and skills that will contribute to their development as mature, able, responsible members of society and to provide for student and teacher utilization of a comprehensive program of library media skills and services