

SY 24-25 Library Media Specialist - Elementary

Fitchburg School District

Crocker Elementary School - Fitchburg, Massachusetts [Open in Google Maps](#)

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Job Details

Job ID: 4647187

Application Deadline: Jun 21, 2024 11:59 PM (Eastern Standard Time)

Posted: May 21, 2024

Starting Date: Aug 26, 2024

Job Description

Library Media Specialist

The vision of each of the Fitchburg Public Schools is to provide learning experiences that engage all students in achieving high academic standards while developing intellectual rigor, creative interest, and social characteristics that prepare them for the challenges of living successfully and productively as citizens of this new century.

Job Details:

The **Library Media Specialist** is responsible for delivering a high-quality instructional experience consistent with the curriculum standards of the school district. The **LMS** is responsible for providing opportunities for students and staff to become effective users of information technology and appropriate media. The goal is to guide and support the use of all of the district's technology resources both in and out of the classroom; to empower students to be critical thinkers, enthusiastic readers, skillful researchers, effective users of technology, ethical users of information, and responsible digital citizens; to instill a love of learning in all students and ensure equitable access to information resources. The **LMS** will collaborate with classroom teachers to design and implement units of instruction and assess student learning.

Essential duties for all faculty members include classroom instruction; conferences with students, parents, and colleagues; and active participation in the work of the department on curriculum development, activities, and pedagogy.

Qualifications:

- Bachelor's Degree from an accredited college or university; Master's Degree in a program accredited by the American Library Association or from a master's level program in library and information science.
- Massachusetts Department of Elementary and Secondary license in one of these area(s):
 - **Library - All Levels**
 - **SEI Endorsement (preferred)**
- Knowledge of current education legislation/regulations;
- Knowledge of DESE Digital Literacy and Computer Science Standards;

- Ability to work effectively with teachers, support staff, and parents and advocate for children to effectively problem solve;
- Strong interpersonal, communication, and organizational skills and ability to work with all stakeholders;
- Belief in the commitment to increasing personal growth, both academic and social-emotional, to obtain the highest level of achievement for every student.

Essential Duties & Responsibilities:

The **Library Media Specialist** will;

- Collaborate with classroom teachers as a partner in the instructional process;
- Collaborate to design, teach, and assess learning experiences that incorporate inquiry learning; information literacies in their formats, critical thinking, and self-assessment;
- Provide and plan professional development;
- Promote a love of reading and lifelong learning;
- Promote instructional technology to improve learning;
- Teach students to build on prior knowledge to construct new knowledge;
- Teach search techniques, including online search engine, database, and catalog searching;
- Provide learning experiences in the elementary grades as guided by the Massachusetts Curriculum Frameworks and district standards and requirements, while creating an environment that is conducive to student learning;
- Monitor and supervise students, through effective classroom management;
- Promote high standards and expectations for student achievement;
- Be responsible for using innovative approaches, and instructional strategies including the effective use of technologies, to increase student learning and confidence to learn;
- Follow professional practices consistent with the district's policies in working with students, parents, and colleagues;
- Attend and participate in faculty meetings and other assigned meetings and activities according to school policy;
- Maintain and improve professional competence through attendance at professional development events, and by self-generated activities that meet district expectations and the requirements for recertification;
- Be responsible for effective planning and assessment of curriculum and instruction
- Guide the learning process toward the achievement of curriculum standards and establish clear objectives which reflect these standards for all lessons, units, and projects
- Differentiate instruction and provide appropriate opportunities for learning using response to intervention (RTI) framework
- Implement the district's mission, philosophy of education, and instructional standards and objectives;
- Develop a schedule to meet and instruct assigned students in the locations and at the time designated;
- Maintain accurate and complete records as required by district policy and administrative regulation;
- Assist administration in implementing all policies and rules governing student life and conduct and, for the classroom, develop reasonable rules of classroom behavior and procedure, maintaining order in the classroom in a fair and just manner;
- Establish and maintain open lines of communication with students, colleagues, and parents concerning both the broad academic and behavioral progress of assigned students;
- Promote equity and appreciation of diversity to ensure equitable opportunities for student learning, including, implementing specific strategies for students with special needs, with 504 plans and/or English learners (EL);
- Consult with Instructional Technology/Digital Learning Staff as needed to teach Digital Literacy and Computer Science Standards in lessons;
- Serve on decision-making teams, school improvement, and accreditation activities; presenting at meetings;
- Support teachers in the integration of technology into the teaching and learning process by providing professional learning, modeling, and coaching;
- Benchmark the Library Media Center (LMC) program to school, state, and national standards;
- Assist in the research, development, and evaluation of new methods and digital tools that advance the Library and Technology programs;
- Guide, coach, and facilitate teachers and administrators in acquiring digital literacy skills;
- Stay current in professional practices, and educational research; maintain active professional memberships;
- Advocate for the LMC through an effective public relations program;
- Collect and analyze data to improve instruction; demonstrate correlations between the LMC and student achievement;
- Administer the LMC budget to support program goals;
- Perform other duties that may be assigned by the building principal/assistant principal

Reports to: Principal/Assistant Principal

Evaluated by: Principal/Assistant Principal

Terms of Employment/Salary/Work Year:

As negotiated by the Fitchburg School Committee and the [Fitchburg Education Association](#) (FEA).

Competitive and comprehensive health benefits are offered through the City of Fitchburg; www.fitchburgma.gov/benefits.

An offer of employment is contingent upon the successful completion of NCBC (fingerprinting) and CORI prior to your start of employment.

The responsibilities and duties listed are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned as required.

Notice of Non-Discrimination

The School Committee's policy of nondiscrimination extends to students, employees, and the general public with whom it does business. Fitchburg Public Schools does not discriminate on the basis of race, color, religion, creed, national origin, gender, sexual orientation, gender identity, age, or disability in admission to, access to, employment in, or equal treatment in its programs and/or activities in compliance with state and federal law.

Questions related to this policy must be addressed to: The Office of Human Resources, 376 South Street, Fitchburg, MA 01420, HR@Fitchburg.k12.ma.us

Position Type: Full-time

Positions Available: 1

Job Categories:

Student Services > Librarian/Media Specialist

Job Requirements

- Bachelor degree preferred.
- Citizenship, residency or work visa required

Contact Information

Casey Beaulac , Principal

Crocker Elementary School

Email: beaulaca@fitchburg.k12.ma.us

Map





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