

MEDIA CENTER SPECIALIST AT BHS

Bourne High School
Bourne Public Schools
Bourne, Massachusetts

Job Details

Job ID: 3887994

Application Deadline: Posted until Filled

Posted : May 16, 2022

Starting Date: August 29, 2022

Job Description

The Bourne Public Schools is seeking engaging, energetic educators to join our team! We value diversity and welcome applications from educators who believe in our three educational pillars of: 1.) Building Community, 2.) Promoting Equity, and 3.) Striving for Excellence. BPS has a strong reputation for inclusive practices and promoting a welcoming environment for students and staff through our Bourne to Be (B2B) values of respect, responsibility and safety.

BPS has four excellent schools organized by grade bands (PK-2, 3-5, 6-8 and 9-12) and a student population of approximately 1,600. The town of Bourne is a small seaside community situated on both sides of the Cape Cod Canal. Educators enjoy living in and around the town or have an easy commute on major highways (I-195, I-495 or RT-3). Salary is regionally competitive. Discover the Bourne Advantage by visiting our website at www.bourneps.org.

BOURNE PUBLIC SCHOOLS
Library/Media Center Teacher
Job Description

Reports to: Building Principal

Job Goal: Ensure students and staff are effective and ethical users of ideas and information in order

to promote critical thinking, enthusiastic readers, and skillful researchers

Responsibilities:

1. Collaborates to implement a vision for the Library/Media Center that addresses the BPS Vision of a Graduate, including life and career development, learning and innovation, and information, media, and technology literacy
2. Takes an active role in school improvement and/or accreditation activities
3. Participates as a member of district Literacy Committee
4. Creates an environment in the Library/Media Center that is inviting, safe, and reading accessible, and conducive to teaching and learning
5. Promotes collaboration through the use of resource-based instructional practices

6. Plans and delivers high-quality lessons aligned to grade level standards on information and technology literacy skills, including reading for understanding, the research process, engaging inquiry, collaboration, critical thinking, developing multiple literacies, and understanding copyright, fair use, and licensing on intellectual property
7. Plans and delivers lessons that support student understanding and ethical use of information resources (i.e. plagiarism, citing sources, etc.), including but not limited to books, websites, journal articles, etc.
8. Works as a team to integrate Library/Media Resources with grade-level curriculum content
9. Collaborates with teachers to design and implement research based lessons
10. Participates in common planning meetings to support curriculum development
11. Collaborates with teachers at the secondary level to support the Civic Action Project state standards requirements
12. Collaborates with teachers to design engaging inquiry learning experiences and assessments that incorporate multiple literacies (including information literacy) and fosters critical thinking
13. Collaborates with teachers in a planning assignments likely to lead to the extended use of the library/media center
14. Manages the resources in the library/media center with a lens of diversity, equity, and inclusion
15. Manages the day-to-day library media center activity including new book processing, book repair, weeding, shelving books, and reorganizing shelves
16. Evaluates, selects, and orders new library materials, including audio-visual materials, digital text, hardware and software
17. Assists teachers in the selection of books and other instructional and research materials
18. Collaborates with the Assistant Superintendent, Curriculum Directors, and building principals in planning and implementing professional development opportunities
19. Coordinates student reading programs including but not limited to summer reading lists, reading challenges, Project Lit Community, Read Across America, etc.
20. Partners with local and community libraries on projects and initiatives and to provide expanded access of resources to students and teachers
21. Supports readers' subscriptions and passwords
22. Maintains up to date district and school policies on acceptable use, copyright, privacy, etc.
23. Evaluates, selects, and acquires materials and equipment to support the instructional program to meet the various interests, abilities, and maturity levels of students
24. Develops and maintains a collection of resources appropriate to the curriculum, learning and teaching styles, and instructional strategies used within the school community
25. Collaborates on and manages the budget for the school library/media center
26. Makes both print and non-print materials and computer resources available to students and teachers
27. Trains and supervises media center aids and/or volunteers
28. Maintains an effective and secure computerized loan system to ensure maximum availability of materials
29. Collect and analyze data, prepares and submits reports used to evaluate the school library/media center program for continuous improvement against measurable goals
30. Promotes use of the media center through displays, newspaper articles, staff newsletters, etc.
31. Performs other related responsibilities as may be assigned by the principal

Essential Functions of the Job:

1. Maintains a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Remains current in professional practices, information technologies, and educational research applicable to position
3. Maintains physical agility and strength to perform job-related tasks appropriate for the age and/or grade level
4. Be able to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run
5. Be able to occasionally lift and/or move student/objects
6. Be able to work in a noisy, stressful, high-pressure environment and maintain student safety

7. Be able to respond to emergency situations
8. May be required to assist with student personal hygiene and toileting
9. Be able to complete district approved de-escalation and safety training
10. Maintains professional boundaries with students and families
11. Ensures confidentiality regarding all personal information and educational records concerning students and their families
12. Participates, completes, and adheres to all district-wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict-of-interest, technology use, and security requirements
13. Pursues professional training to keep skills current, participate in in-service training, programs, attend courses, attend department meetings, etc
14. Communicates effectively verbally and in writing

Qualifications:

Massachusetts Teacher certification as a Library/Media Specialist

Computer skills

Evaluation: In accordance with the Collective Bargaining Agreement

Terms of Employment: In accordance with the Collective Bargaining Agreement

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of

all responsibilities and duties required of those in this category.

ADOPTION DATE: 09/19/2003

REVISED DATE: 05/05/2021

Position Type: Full-time

Positions Available: 1

- Job Category : Classroom Teacher > Technology/Industrial Arts

Job Requirements

- Citizenship, residency or work visa required

Contact Information

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