
POSITION INFORMATION

Title:	School Library Media Specialist	Supervisor:	Director of Youth Services
Location:	York Academy Regional Charter School	Classification:	Full-Time/Exempt
Department:	YARCS Contracts	Hours:	Exempt/40 hours per week
Schedule:	Schedule varies. Monday through Friday.		

GENERAL DESCRIPTION

Under the direction of school administrators and the Director of Youth Services, the School Library Media Specialist manages the Library Media Center for grades K-6.

EDUCATION & EXPERIENCE REQUIREMENTS

- Must have a Bachelor's Degree
- Must have a Pennsylvania School Library Certification or teaching certification with Praxis Library Media Center certification
- Should be knowledgeable in delivery of curriculum via remote platforms.
- Must have a minimum of two years of experience in a library setting
- Experience with International Baccalaureate (IB) Curriculum preferred
- Knowledge of current school library technology applications and trends in required

GENERAL REQUIREMENTS

This position requires someone with excellent communication skills that enjoys working with a diversity of students and parents. The School Library Media Specialist must have excellent organizational abilities and be able to effectively multi-task. Experience with technology in a variety of different formats is essential. Enthusiasm, patience, and the ability to be flexible is critical to success in this position.

DUTIES AND RESPONSIBILITIES

- Implements practices and procedures established by School Administration and IB curriculum
- Provide remote or hybrid instruction as directed by administration
- Plans, implements, monitors, and evaluates school library media program
- Manages and operates the Library Media Center
- Serves as Lead Staff Member in the Library Media Center, providing day to day direction to the School Library Aide
- Provides guidance in the selection and acquisition of instructional materials in varying formats and levels of difficulty
- Develops, updates, and publicizes the resources, services, and circulation policy of the Library Media Center
- Assists in planning and conducting professional learning activities to ensure professional growth of school system personnel
- Provides leadership and guidance in the selection, use, and evaluation of new technologies to enhance instruction
- Keeps abreast of new and emerging technologies by attending meetings given at the public library system, reading professional journals, attending workshops and conferences, previewing and testing new products, and taking course work
- Serves as point person between public library system and school administration, attending meetings and trainings as required
- Performs additional duties and special projects, as directed by the Supervisor or school administration

ADDITIONAL INFORMATION

If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including **fax number and/or email address**, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/about-us/careers/employment-application-form/ to complete an employment application.
