



# NASHOBA

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## Regional School District

5/8/2018

### Anticipated Vacancy 2018-2019 Academic Year

**Position:** Library Media Specialist - Elementary

**Department/Location:** The Center School

**Pay:** Paid in accordance with CBA bargained scale for 185 days

#### Organizational Scope:

Reporting directly to the Building Principal and Department Head where applicable with indirect report to the Superintendent as the appointing authority.

#### Position Responsibilities:

- Directs activities related to the Library and related activities at the Elementary Level as required by the DESE.
- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that meets the individual needs, interests and abilities of the students.
- Provides library services and resources that meet the needs of all students and staff and support the MA Curriculum Frameworks.
- Creates a Library environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Ensures access to print and electronic resources by maintaining an accurate and efficient circulation system.
- Sets and maintains standards of student behavior.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units and projects to communicate these objectives to students.
- Assists teacher in employing a variety of instructional techniques and instructional media.
- Implements by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Prepares students to become effective users of ideas and information from a variety of resources within, and beyond school using technological tools.
- Promote love of reading and appreciation of literature.
- Selects, purchases, organizes and maintains the library materials and supplies.

- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
- Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, contributes to the evaluation their job performance.
- Continues with personal professional development
- Attends staff meetings and serves on staff committees as required.
- Other duties as assigned

### **Job Qualifications & Physical Demands:**

Must be highly qualified by DESE licensure standards. Must have excellent communication and interpersonal skills and possess a high level of capability with technology. Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy.

**To Apply:** Apply through SchoolSpring. See link to Schoolspring on the NRSD website: [www.nrsd.net](http://www.nrsd.net) "Employment Opportunities".

***Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.***