



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## DIVISION OF CAREER AND COLLEGE READINESS JUVENILE SERVICES EDUCATION PROGRAM

July 1, 2016

### OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications on a continuing basis to build an applicant pool for anticipated position vacancies in juvenile facilities. Applicants will remain active for one year following receipt and will be considered as openings occur.

**POSITION TITLE:** Library Media Specialist

**SALARY:** Salary to be determined based on an institutional salary scale following assessment of the applicant's educational credentials and experience.

**NATURE OF WORK:** This is a professional position responsible for managing and instruction within a school library media center in a state juvenile services facility.

**DUTIES AND RESPONSIBILITIES:** Manages the provision of media and information services in a state juvenile facility using current media practice; develops and manages collection; provides reference services and aids students in the development of information seeking and finding skills; coordinates media services with all curricular areas.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Bachelor's Degree from an accredited college or university and in possession of or eligible for a Maryland State Department of Education (MSDE) secondary teaching certificate; Masters Degree in School Library Media preferred. Candidates must be eligible for or willing to work towards certification as a Library Media Specialist by MSDE.

**EXPERIENCE:** One year of professional teaching experience required; one year of school library media experience preferred.

**NOTE:** Possession of a Masters Degree in School Library Media may be substituted for the one year of experience requirement; a program accredited by the American Library Association (ALA) preferred.

**ESSENTIAL REQUIREMENTS:** Knowledge of current library media center practices, computer use, and educational technologies; creativity and skill in providing a variety of instructional, library, and media services to support and enhance instruction school wide; ability to collaborate and work as an effective team member; ability to communicate effectively, both orally and in writing.

**PROCEDURE FOR APPLICATION:** Applicants must include their resume, complete a Maryland State Department of Education (MSDE) Application for Employment, -AND- a copy of their current or *most recent Teaching Certificate or related credentials* indicating application for *Library Media Specialist*. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019, TTY/TDD 410.333.3045, or visit our website at [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs). All applications will be accepted until the position is filled.

*Appropriate accommodations for individuals with disabilities are available upon request.*

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**AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE**

**CONDITIONS OF  
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police and Child Protective Services (CPS) Investigations/Background Checks as a routine procedure for all employees required to work in State Juvenile Services Facilities. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Conditional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Library Media Certificate will be the basis for termination of employment.

**CLOSING DATE:**

Open and Continuous