



ANCHORAGE INDEPENDENT BOARD OF EDUCATION

11400 Ridge Road
Anchorage, Kentucky 40223

Certified Vacancy Notice
Date Posted: January 20, 2023

Table with 5 columns: JOB TITLE, REPORTS TO, WORK YEAR, SALARY GRADE, APPLICATIONS DUE. Row 1: School Media Librarian, Principal, 188-198 Days, AISD Certified Salary Schedule, February 14, 2023

SCOPE OF RESPONSIBILITIES:

Works cooperatively with staff, students, families, and the community to address the educational needs of learners and implements a program that integrates and embeds 21st century skills. Maintains a diverse and current media collection (electronic and print) and facilitates students and staff use of the resources in the media center program. The position emphasizes effective integration of instructional technologies with general education curriculum, communication with families, and continual program evaluation and development.

PERFORMANCE RESPONSIBILITIES:

- 1. Empowers all members of the learning community to become critical thinkers, enthusiastic readers, skillful researchers, curators, and ethical users of information.
2. Develops and maintains a teaching and learning environment that is fun, inviting, safe, flexible, collaborative, inclusive and conducive to learning.
3. Teaches all members of the learning community to engage with and use information in our community and the world.
4. Collaborates and co-teaches with teachers to build and strengthen connections between student information and research needs, curricular content, learning outcomes and information resources.
5. Introduces and models emerging technologies for the learning community, and uses technology tools to supplement school resources.
6. Models and champions digital citizenship and safety and adherence to copyright and fair use requirements.
7. Encourages the use of instructional technology by leading professional development activities with staff.
8. Manages and supports the district's digital learning content.
9. Assists with the support of the school's software related to management.
10. Assists with the day-to-day technology based operations within the school.
11. Actively promotes reading through activities such as interactive storytelling, book- talks, book clubs, displays, publications, reading programs, and special events.
12. Provides students with sufficient instruction and guidance in library media skills to enable them to use the library effectively.
13. Possesses knowledge of teaching principles, practices, techniques and approaches as well as familiarity with national and state standards for information and technology literacy, including the International Society for Technology in Education (ISTE), Kentucky Academic Standards and American Association of School Librarians (AASL) standards.
14. Cooperates and networks with other libraries/media centers, librarians/media specialists, and agencies to provide access to resources for students and teachers while building relationships with organizations and stakeholders.
15. Plans the budgeting and expenditure of funds allotted to the library media program and keeps records of these transactions.
16. Establishes routines and procedures for the circulation, utilization and maintenance of library media resources.
17. Performs other duties as assigned by the Principal.

MINIMUM QUALIFICATIONS:

- 1. Master's Degree with Kentucky Certification in School Media Librarian.
2. Demonstrated ability to work cooperatively in a team situation.

PHYSICAL DEMANDS:

The work is performed while sitting, standing and walking. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office.

Kelley F. Ransdell, Superintendent

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