

Posting

**HOLYOKE PUBLIC SCHOOLS
HOLYOKE, MASSACHUSETTS
Mr. David Dupont, Superintendent of Schools**

POSTING# HTA201088

POSITION: Library Media Specialist

LOCATION: Morgan School

QUALIFICATIONS:

- Bachelor's Degree
- Massachusetts Certification as a Library Teacher, All Levels

JOB GOALS:

To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring skills needed to take full advantage of media center resources.

DUTIES:

1. Operates and supervises the library and media center.
2. Evaluates, selects, and requisitions new library and media center materials.
3. Assists teachers in the selection of books and other instructional materials, and makes materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials acquired.
5. Maintains a comprehensive and efficient system for cataloging all library and media center materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.

AVAILABLE: School Year 2010-2011

SALARY: According to HTA Contract

APPLICATION: To apply, log on to the Holyoke Public Schools new web-based application system at: <http://holyoke.eduresumes.com/> Please upload your cover letter, resume, transcript(s), three (3) letters of recommendation, and certification files here to be considered as an applicant.

CUT OFF-DATE: July 9, 2010/available until filled

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