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Organization Details

Organization Information	The mission of Silver Grove Independent is to work together to see that all children reach their highest potential. Silver Grove provides an enriched learning environment for students Preschool-12. In addition to the core curriculum, we offer our students general music, physical education, art, humanities, computer technology, business education, dual credit, Spanish, character education, and various on-line classes. Extended School Services, Gifted/Talented, various reading programs, half-day Kindergarten, college placement and special education programs are also provided to meet the individual needs of our students. Opportunities to participate in academic and athletic extracurricular activities are available to all students. We also have programs in place to prepare students for taking the ACT which includes tips and strategies and then practice assessments. Our District has a combined Family Resource and Youth Service Center (FRYSC) which offers outstanding services to our students and families. To apply: visit our district website at http://silvergrove.kyschools.us and click on the employment tab. Complete the appropriate application and hit submit.
Organization Website	http://www.silvergrove.kyschools.us/
Organization Address	101 W Third St Silver Grove, KY 41085

Job Details

Vacancy ID	20182019 - 03343
Position Category	Media Librarian
Title	Media Specialist / Innovation Specialist
Description	P-12 Media Specialist / Innovation Specialist
Comments	None
Start Date	12/03/2018
Posted Date	10/26/2018
Vacancy Type	Full-Time
Grade Level	P-12
Organization	Silver Grove Independent
Sub Organization(s)	District wide
Subject Area(s)	None
Contact(s)	Dennis Maines (859) 441-3894 Dennis.Maines@silvergrove.kyschools.us

TITLE: Media Specialist / Innovation Specialist

QUALIFICATIONS: Certified as Media Specialist

REPORTS TO: Principal and IAL Grant Project Coordinator

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

QUALIFICATIONS:

- Degree in library science
- Strength in working with teachers and schools in a variety of settings to improve student literacy and/or STEM achievement preferred
- Working knowledge of schools and/or school library programming, technology, and systems preferred
- Demonstrated capacity to build and maintain positive relationships and communication among school staff within a school, across schools, or with community literacy and preschool organizations preferred
- Purchasing experience using MUNIS reports preferred
- Basic computer skills required
- Excellent written and verbal communications skills required.

PERFORMANCE RESPONSIBILITIES:

Day-to-day management and oversight of project activities toward objectives in the assigned school district.

Ensures project activities are completed timely and effectively.

Records and submits data timely and accurately to the project coordinator and evaluation team

Supports reports to the school and communities assigned

Successfully manages day-to-day finances and purchasing of the project in the assigned school district

Works with schools and partners to ensure professional development is delivered effectively and on time

Builds collaboration among multi-school, multi-district participants and partners

Ensures that all activities are fulfilled according to the IAL grant plan

Other duties as assigned

Applies all district and school policies and procedures

Operates and supervises the library to which assigned.

Evaluates selects and requisitions new print and non-print library materials.

Assists teachers in the selection of books and other instructional materials and makes library materials available to supplement the instructional program.

Informs teachers and other staff members concerning new materials the library acquires.

Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on use of the system.

Arranges for interlibrary loan of materials of interest or use to teachers.

Collaborates with teachers in planning those assignments likely to lead to extended use of library resources.

Promotes appropriate conduct of students using library facilities.

Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.

Presents and discusses materials with a class studying a particular topic on the invitation of the teacher.

Participates at curriculum meetings.

Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.

Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.

Prepares and administers the library budget.

Supervises other members of the staff and volunteers in the performance of their duties.

Participates actively in library and other educational and professional associations on the local, regional, state and national level.

Weeds obsolete and worn materials from the collections.

Supervises the clerical routines necessary for the smooth operation of the library.

Complies with the performance responsibilities of the classroom teacher.

Maintains an attractive physical appearance of the library.

Prepares all local and state library records and reports.

Relates the media program to the school curriculum.

Makes minor repairs of books and equipment.

Coordinates and supervises the recruitment, training and work of library aides (volunteers).

Performs any other duties that may be assigned by the principal.

Schedules the library for special use by classes as needed.

Assists teachers and students in using technology available in the library.

Demonstrates familiarity with material in the library collection.

TERMS OF EMPLOYMENT:

Term contract with specified beginning and ending dates as indicated in letter of employment.

EVALUATION:

Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.