

VACANCY

POCAHONTAS COUNTY SCHOOLS
404 OLD BUCKEYE ROAD
BUCKEYE, WV 24924
304-799-4505

POCAHONTAS COUNTY HIGH SCHOOL
Librarian/Media Specialist
REPOSTED

CERTIFICATION: Applicant should possess or be eligible for West Virginia certification as a school librarian, grades 9-12. Prefer master's degree in Library and Information Studies and/or WV Technology Integration Specialist credential; in addition to appropriate certification and/or licensure, criteria to be used is contained in 18A-4-7a of West Virginia Code.

JOB DESCRIPTION: The Library Media Specialist develops and implements full-service Library/Information and Distance/Virtual Education Programs which strive to fulfill the mission of Pocahontas County High School, acting as Information Specialist, Instructional and Technology Consultant, Teacher, Coordinator and Facilitator.

ASSIGNMENT:

- Provide access to information resources for student and faculty by developing and promoting an effective Library Media Program.
- Organize and manages an open-access Library Media facility, its routines, usage, and scheduling.
- Create an environment where literature and language is valued.
- Develops a collection that supports the curriculum.
- Evaluates, orders, checks, processes, and maintains Library Media Center materials and equipment.
- Develops and implements Library Media Center policies and procedures to supply unimpeded information access.
- Manages expenditures of assigned budget funds on the basis of curricular and replacement needs.
- Teaches information skills aligning with WVDE information literacy standards.
- Works cooperatively with teachers and administrators to incorporate information skills into curricula and to develop resource-based learning units.
- Provides instruction in technology usage and helps staff and students become comfortable with educational technologies.
- Maintains a working knowledge of educational technologies and AV equipment, including hardware and software, and provides assistance to staff and students.
- Performs routine software troubleshooting practices on a school-wide basis as needed
- Coordinates and manages a Distance/Virtual Education program which includes course offerings through West Virginia Virtual School and/or regional community colleges, including registration and mentor services for WVVS.
- Oversees/coordinates scheduling of classes utilizing Library Media Center and Library-based Computer lab.
- Assists in scheduling of WV State-level standardized tests, coordinating and implementing testing sessions in Library-based Computer Lab.
- Maintains database of and disseminates information for accounts on local network, for LiveGrades, and for Office 365.

SALARY: State minimum salary based on degree and experience plus equity.

TERM OF EMPLOYMENT: Effective November 19, 2020 for the remainder of the 2020-2021 school year (132 days). NOTE: 200-day employment each year thereafter.

REQUEST FOR EMPLOYMENT: Letter addressed to:

Terrence C. Beam, Superintendent
Pocahontas County Schools
404 Old Buckeye Road
Buckeye, West Virginia 24924

Each vacancy posting must be responded to in an original letter of application postmarked or hand delivered by deadline date.

POSTED: October 15, 2020

DEADLINE: November 02, 2020

DISCRIMINATION PROHIBITED: As required by federal laws and regulations, the Pocahontas County Board of education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status or national origin in employment or in its education programs and activities. Inquiries may be referred to the Director of Special Education/Student Services, Title IX Coordinator, Pocahontas County Board of Education, 404 Old Buckeye Road, Buckeye, West Virginia 24924, 304-799-4505, or to the Associate Superintendent, Section 504 Coordinator, Pocahontas County Board of Education, 404 Old Buckeye Road, Buckeye, West Virginia 24924, 304-799-4505, or to the Department of Education's Director of the Office for Civil Rights.

NOTE: State and Federal laws include Title IX, Education Amendments of 1972, Title VII, Civil Rights Act of 1964, Rehabilitation Act of 1973, Section 504, and other State or Federal laws and regulations governing students and employees.