



# 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

## OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS JUVENILE SERVICES EDUCATION SYSTEM

September 11, 2020

### OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications on a continuing basis to build an applicant pool for both current and future position vacancies in congregate care 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.  
*\$3,000.00 - - Sign-on incentive - - for Maryland Professional Certified Teachers*

**NATURE OF WORK:** This is a professional position responsible for managing and facility – based instruction within a school library media center in a state congregate care 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 preferred; 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, the [Juvenile Services Education \(JSE\) Application Addendum](#) -AND- a copy of their current or *most recent Teaching Certificate* 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, call 410.767.0019, TTY/TDD 410.333.3045, or visit our [Careers in Teaching Page](#) on our website at [marylandpublicschools.org](http://marylandpublicschools.org). All applications will be accepted until the position is filled.

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

**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.

**SELECTION  
PROCESS:**

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the eligible (employment) list for at least one year.

For education obtained outside of the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation will be required prior to hire. The resulting certified eligible list for this recruitment may be used for similar positions in this or other State agencies.

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

**CLOSING DATE:**

For immediate consideration please submit your application – Open and Continuous