



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
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

May 3, 2019

POSITION TITLE: Library Media Coordinator, Juvenile Services Education

POSITION NUMBER: 033564 (JobAps# 19-009542-0001)

SALARY: Institutional Educator Pay Plan Administrator Schedule
Salary Range: \$91,777 - \$108,463

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for administration and coordination of the library media program for MSDE's Juvenile Services Education Program.

DUTIES AND RESPONSIBILITIES: Provides leadership, support, and oversight of the provision of media center and information services in juvenile services education program sites using current best practice; assesses library and information service needs of student populations and develops programs and procedures; develops and monitors program performance measures; participates with education program staff in the development and implementation of service plans meeting specialized needs of students for services; develops/administers budget, grant resources, contractual services, and staff training programs; assists with the recruitment and selection of media center personnel; develops and monitors media center policy and procedures.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Master's Degree from an accredited college or university. Candidates must meet the requirements for certification as a Library Media Specialist and possess or be eligible for an Administrator I endorsement by the Maryland State Department of Education (MSDE). A Master's Degree in Library Media from a program accredited by the American Library Association is preferred.

EXPERIENCE: Three years of satisfactory library media program experience; juvenile detention/treatment facility experienced preferred. Experience including supervision of professional staff and/or administration of a library information and media services program desired.

ESSENTIAL REQUIREMENTS: Knowledge of current library/media center principles and practices of operation and management; knowledge of the library/information needs of disadvantaged or institutionalized populations; knowledge of telecommunications, electronic technologies, and requirements of a successful technical services program in a library/media center or library system; skill in assessment, planning, and execution of staff development activities; skill in providing a variety of library/media services to a diverse customer base; skill in managing multiple tasks; ability to work as a team member; ability to develop and implement comprehensive and effective policies and procedures; ability to communicate effectively, both orally and in writing.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCESS:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Library Media Coordinator, Juvenile Services Education Position Number 033564 – (Jobaps# 19-009542-0001)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

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 working 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 the appropriate Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **May 17, 2019** - Open until filled.