

Media Specialist 24/25 SY



Public link for sharing

<https://app.hirenimble.com/jobview/55287> (<https://app.hirenimble.com/jobview/55287>)

Organization

Indianapolis Public Schools

Subjects

Library

Grades

Early Childhood, Elementary School, Middle School, High School

Employment Type

Full time

Statuses

Application Received; Resume Review; Screened Out; Invited to Interview; Interview Scheduled; Unresponsive; Reference check; Recommended for Hire; Not Selected; Pending Offer; Offer Declined; Unresponsive post-hire; Offer Accepted; Background Check Sent; Paraprofessional Exam; Clerical Exam; Physical Evaluation; Psychiatric Evaluation; Hired - Onboarding; Data Entry Complete; Archived

Job Description

JOB SUMMARY

Collaborates with teachers to ensure that the core academic program is well supported, facilitates whole class, individualized and small group instruction with students to support increased achievement, and cultivates a love for reading across the school community.

QUALIFICATIONS

Minimum Bachelor's degree, Master's degree preferred.

- Valid Media/Library Specialist license and Elementary Education License; out of state applicants must be able to secure an Indiana teaching license.
- Minimum three years of successful teaching experience in library/media centers plus elementary general education teaching. Educational background with experience in problem-based learning, inquiry-guided units, cooperative and team teaching, interventions for struggling readers, positive disciplinary approaches, authentic assessment, online learning platforms, and social media integration.

MAJOR RESPONSIBILITIES

- Plan and support direct instruction through the integration of library services and multimedia materials; work directly with teachers to meet academic requirements and promote student achievement.
- Oversee media center support staff and volunteers to ensure quality library service and support.
- Draft and implement policies and procedures that support access to and success of the library and media center; maintain an attractive and accessible facility.
- Develop and deliver a rigorous and authentic research and library skills program aligned with standards for students in grades K-8.
- Plan, direct, implement and evaluate the library program including budgeting, resource purchasing, maintenance and updating of records.
- Use achievement data to plan interventions, facilitate inquiry-based instruction, and authentically assess and monitor progress for individuals and small groups of students in language arts and/or mathematics.
- Lead and/or support the school-wide standardized testing coordination.
- Manage both print and online resources as well as technology equipment; understand how technology alignment can support the core curriculum, interventions, and enrichment in language arts and mathematics. Work collaboratively with the technology teacher, district computer technician and IPS IT Department to ensure student internet protection.
- Demonstrate respect for students and make their success a top priority within a supportive, caring and stimulating learning environment.
- Demonstrate outstanding communication skills, both oral and written, including the ability to communicate openly and effectively within a diverse community and with a variety of stakeholders both within and outside of the school.
- Utilize Responsive Classrooms protocols to promote respect, discipline, and collaboration in both classroom and school environments.
- Recognize the importance of being a reflective practitioner, and possess a commitment to collaborate and share practices with colleagues and willingness to learn from others.
- Actively participate in meetings, conferences, media events, and/or related activities within the school, community, and organization as requested by school administration.
- Participate in and lead professional development opportunities, professional learning communities, grade level meetings, subject level meetings, and school wide committees.
- Communicate with all shareholders (students, parents, teachers, administrators, district personnel) regarding student achievement, program scope and sequence (pacing), policies, classroom activities and opportunities, and current progress of the programs via meetings, letters, blogging and submission of articles to school newsletters and additional publications.
- Perform other duties as assigned by administration, including non-instructional duties.

Benefits

For IPS employee benefits information, please visit: <https://myips.org/employment/employee->

benefits/