

In House Posting

Roosevelt Children's Academy Charter School

201 Debevoise Avenue, Roosevelt, NY 11575
Phone: (516) 442-2148 ext: 8214 Fax: (516) 223-3989
www.rcacs.org

Robin Dillehay
Human Resources

Posting Date: August 24, 2016

Deadline Date: August 28, 2016

POSITION: **Library Media Specialist**

REQUIREMENTS: Bachelor Degree
Master Degree preferred
NYS Library Media Specialist Certification
School media center/public library experience a must!
Knowledge of Follett Library Resources and Dewey Decimal System
Effective oral communication skills
Knowledge of microcomputer operations
Major flexibility!
Team player

SALARY: Bachelor \$53,308.70 Master \$58,847.63

RESPONSIBILITIES:

- To provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program
- Selects, receives and organizes books, audiovisual materials and equipment of interest to young adults to be acquired by the library.
- Organize and promote information resources in the school library that support the curriculum and the needs of its students
- Assisting young adults in selecting materials
- Suggests appropriate books and multimedia to students for classroom assignments and personal access
- Assists students and faculty with online searches and research projects
- Plans and organizes young adults activities such as creative writing
- Delivers information on books to stimulate reading
- Compiles lists of library materials of interest to young adults
- Confers with parents, teachers and community organizations to assist in developing programs to stimulate reading and develop communications skills
- May supervise volunteers and student assistants
- Answer phones and data entry to add records of new materials to the library database
- Must be willing to travel to all three sites
- Create and send overdue notices to students and teachers

APPLICATIONS:

Please turn in your letter of interest and resume to Human Resources no later than August 28, 2016. Interviews will be scheduled with the interviewing team thereafter.

EQUAL OPPORTUNITY EMPLOYER

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