

NORTHERN BERKSHIRE VOCATIONAL REGIONAL SCHOOL DISTRICT

NOTICE OF VACANCY

TEACHER, LIBRARY, ALL LEVELS (Formerly Library Media Specialist)

Letters of application are being accepted for the position of teacher, library, all levels. All applicants must be licensed or licensable by the Massachusetts Department of Elementary and Secondary Education (DESE) as a teacher, library, all levels. Teacher license standards and curriculum frameworks are available on the DESE website, (www.doe.mass.edu). Applicants should be familiar with the SkillsUSA program standards (www.skillsusa.org) and the Massachusetts School Library Association standards (<http://maschoollibraries.org>). Applicants must be able to manage and develop the library media center operations and have the ability to work with young adults. Applicants are responsible for ensuring assessment data is analyzed and used to evaluate and improve curriculum and instruction. Crucial to professional success is the ability to adapt to current educational scenarios, implement change, and maintain flexibility.

QUALIFICATIONS

1. Knowledge of automated library operations and educational technology.
2. Knowledge of instructional techniques and individual learning styles.
3. Knowledge of curriculum mapping and lesson plan development.
4. Knowledge of the DESE Common Core Curriculum and Standards.
5. Knowledge of the DESE vocational and academic curriculum frameworks.
6. Knowledge of the Massachusetts Model System for Educator evaluation.
7. Knowledge of the application and maintenance of computer devices.
8. Must possess a valid state driver's license.
9. Knowledge of skills and techniques for successfully working with students on Individual Education Plans (IEPs), 504 Accommodation Plans, and making the related necessary accommodations.

DUTIES AND RESPONSIBILITIES

1. Responsible for the processing, cataloging and classification of all books, e-readers and software through the library management system.
2. Responsible for preparation of yearly budget, purchasing, statistical reports and grants.
3. Responsible for conducting an annual inventory of the library including Chromebooks and laptops.
4. Assists in the distribution, troubleshooting, upkeep, and maintenance of the school's 1-to-1 Chromebook program.
5. Administers set up and maintenance of automated catalog and circulation system.
6. Updates school-wide televisions system daily with pertinent news and information (Kiosk).
7. Selects purchases and processes new materials to assure a current and balanced collection.
8. Maintains circulation and collection records, providing regular reports as needed.
9. Supervises the regular inventory of the library collection, weeds obsolete and worn materials on an ongoing basis, and maintains an up-to-date catalog of collection.
10. Ensures data is used to implement changes to library materials, procedures, program, etc. Administers the library media program, developing policies and procedures to assure efficient operation and services.
11. Conducts an annual survey as a means of evaluating the library media program and its services.
12. Classifies, catalogs, and circulates library materials and instructs students and staff in the use of the library system.
13. Expands access to information through use of online resources and conducting interlibrary loans.
14. Collaborates with teachers and administrators in schoolwide curriculum development.
15. Works with school staff to develop a schedule for effective use of the library by groups.
16. Helps students develop attitudes, habits, and skills that will enable them to become lifelong readers and learners.
17. Provides instruction in information literacy skills, research strategies, and use of resources and equipment.
18. Provides reference and readers' advisory services to all students and staff.
19. Collaborates with instructional staff in preparing and delivering lessons that make effective use of information resources and incorporate the use of information literacy skills.

20. Informs students and staff of the arrival of new materials.

SALARY

In accordance with the School District Agreement.

EOE STATEMENT

The Northern Berkshire Vocational Regional School District maintains and promotes a policy of non-discrimination on the basis of race, color, sex, religion, national origin, gender, gender identity, age, disability, sexual orientation, genetic information, homelessness, marital status, and veteran status.

APPLICATION PROCESS

Submit letter of [application](#) and resume to:

James J. Brosnan, Superintendent
Northern Berkshire Vocational Regional School District
70 Hodges Cross Road
North Adams, MA 01247
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