



## Human Resources Office

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 1, 2025

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.


















### LIBRARY MEDIA SPECIALIST Location To Be Determined 2024-2025 School Year

To serve as the school instructor and administrator of the library media program, as assigned.



#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

*\* These essential functions apply to the Itinerant Library Media Specialist.*

-  Plans the library media instructional program.\*
-  Provides supplemental services to faculty and students.\*
-  Evaluates the existing program and needs within the school library.
-  Evaluates, selects, and utilizes print and non-print materials and equipment.\*
-  Acquires print and non-print materials and equipment.
-  Organizes materials, equipment, and facilities.
-  Maintains accurate records.\*
-  Manages allocation of funds.
-  Develops and implements policies that will ensure maximum use of the facility.
-  Adheres to the administrative policies established by the school-based Library Media Specialist.\*
-  Teaches lessons related to various forms of literacy, academic integrity, literature appreciation, and the research process.\*
-  Teaches media skills/lessons using scope and sequence.\*
-  Advocates a program that adheres to digital responsibility and cyber safety.\*
-  Utilizes technology to facilitate instruction.\*
-  Instructs and/or assists the school community with various technology resources and equipment.\*
-  Manages and operates the library automation system.\*
-  Performs other work-related duties as assigned.

#### SALARY

-  This is a full-time ten-month position. Salary range based on the FY 2024-2025 HCEA Salary Schedule for Certificated Teachers Personnel. Starting Salary: \$57,225–Maximum Earnings Potential \$110,577.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>

## TRAINING AND EXPERIENCE REQUIRED

- 🌱 HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- 🌱 For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:  
<https://www.hcps.org/departments/HumanResources/Default.aspx>
- 🌱 For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>
- 🌱 FLSA: Exempt
  
- 🌱 Per Code of Maryland Regulations 13A.12.03.03, Library Media Specialist:
  - Master's degree from a program at a regionally accredited college or university that would lead to State certification as a Library Media Specialist or a comparable position as determined by the Maryland State Department of Education OR
  - Bachelor's or higher degree from a regionally accredited college or university; satisfactorily complete a school library media practicum, 1 year of full-time teaching experience, or 1 year of full-time school library media-related experience; and satisfactorily complete a program of 36 semester hours of specific professional education and content post-baccalaureate or graduate credits for certification as a Library Media Specialist with 15 semester hours completed at one institution.
- 🌱 Hold or be eligible for a teaching certificate from the Maryland State Department of Education, grades K-12, preferred.
- 🌱 Certification as a Library Media Specialist is required or candidate must be within 6 semester hours of meeting Library Media Specialist certification.
- 🌱 Proficient in the use of Microsoft Office software programs.
- 🌱 Knowledge of the Educational Copyright Law.
- 🌱 Excellent written and oral communication skills.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted until filled.

*The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.*

*In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.*

*Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or [TitleIX@hcps.org](mailto:TitleIX@hcps.org). Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on*

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*the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**