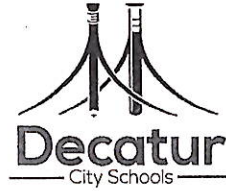


DECATUR CITY SCHOOLS


Office of Human Resources

212 FOURTH AVENUE, SE
DECATUR, ALABAMA 35601
www.dcs.edu



PHONE (256) 552-3000
Email: Yvette.Evans@dcs.edu

MEMORANDUM

TO: All Personnel
FROM: Yvette Evans 
DATE: April 12, 2024
SUBJECT: **Library Media Specialist Vacancy**

The following position is open and will be filled by the Decatur City Board of Education:

BANKS-CADDELL ELEMENTARY SCHOOL

Library Media Specialist

OPEN UNTIL FILLED

Persons interested in the above position should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: www.dcs.edu entitled "Jobs."

Once you have completed your online application, to be considered for a specific job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

NOTE: You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

April 5, 1996

Decatur City Schools

JOB TITLE: Library Media Specialist

SUMMARY: Manages library by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Manages and promotes the program, collection center and activities.

Secures, organizes and ensures the school community has access to appropriate resources.

Collaborates with classroom teachers to ensure students acquire skills to access, evaluate and communicate information, and to develop knowledge of good literature.

Confers with teachers as an instructional consultant, to seek ways to improve instruction by improving resources or applying new technologies.

Adheres to ethical and legal principles related to school library media programs, including intellectual freedom, copyright, and confidentiality of information.

Manages technology available in the media center. Assists with supervision of computer lab (Austin and Decatur High Schools only).

Uses systematic procedures for selecting, acquiring, organizing, classifying, cataloging, maintaining and inventorying a relevant collection.

Participates as a member of instructional team in the design, implementation and evaluation of instruction.

Assists students and teachers in locating, retrieving, and interpreting information in various formats. Retrieves needed information from sources to meet user requests.

Trains employees engaged in cataloguing, locating, filing, or copying selected material.

Attends professional meetings, writes reports, and maintains records.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

Master's degree (M.A.) and current certification from State Department of Education as a Library Media Specialist.

LANGUAGE SKILLS:

Ability to read and interpret documents, instructions and operating manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or adults.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to solve problems and carry out instructions furnished in written or oral form.

Knowledge and skill in operation of computer and computer programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Alabama Class A Certificate with proper endorsements.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk, balance, crouch, squat, bend, kneel, stoop, climb, use hands to finger, handle, or feel objects, tools, or controls; and reach and lift with hands and arms. The employee is occasionally required to sit or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally push, pull, carry, lift and/or move up to 35 pounds. Occasional restraining of out of control students is necessary. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus and color discrimination.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet. Level increases to very loud when supervising large group activities.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.

DECATUR CITY SCHOOLS
Annual Salary Schedule
2023-2024

Schedule A2
Teacher
9 Months, 187 Days

| Years Experience/ Step | Degree/Rank | | | |
|---------------------------|-------------|--------|--------|--------|
| | BS | MA | AA | ID |
| 0 | 44,746 | 51,444 | 56,006 | 59,484 |
| 1 | 45,038 | 51,556 | 56,414 | 59,653 |
| 2 | 45,409 | 51,696 | 56,828 | 60,060 |
| 3 | 50,128 | 57,057 | 62,675 | 66,023 |
| 4 | 51,115 | 58,089 | 63,700 | 67,049 |
| 5 | 51,518 | 58,535 | 64,144 | 67,500 |
| 6 | 54,003 | 60,729 | 66,510 | 69,960 |
| 7 | 54,003 | 61,186 | 66,971 | 70,422 |
| 8 | 54,294 | 61,647 | 67,431 | 70,880 |
| 9 | 55,408 | 62,811 | 68,589 | 72,041 |
| 10-11 | 55,831 | 63,270 | 69,050 | 72,500 |
| 12-13 | 57,125 | 64,598 | 70,406 | 73,874 |
| 14 | 57,450 | 64,926 | 70,739 | 74,199 |
| 15 | 57,999 | 65,546 | 71,415 | 74,908 |
| 16-17 | 58,334 | 65,885 | 71,746 | 76,087 |
| 18 | 59,168 | 66,717 | 72,581 | 76,847 |
| 19 | 59,168 | 67,111 | 72,581 | 77,615 |
| 20 | 59,168 | 67,782 | 73,106 | 78,392 |
| 21 | 59,532 | 68,460 | 73,838 | 79,176 |
| 22 | 60,960 | 69,145 | 74,575 | 79,967 |
| 23 | 60,960 | 69,836 | 75,321 | 80,767 |
| 24 | 61,621 | 70,535 | 76,075 | 81,575 |
| 25 | 61,949 | 71,240 | 76,836 | 82,391 |
| 26 | 62,568 | 71,952 | 77,604 | 83,215 |
| 27 | 63,669 | 72,671 | 78,380 | 84,047 |
| 28 | 63,827 | 73,398 | 79,163 | 84,887 |
| 29 | 64,465 | 74,133 | 79,955 | 85,736 |
| 30 | 65,109 | 74,874 | 80,754 | 86,594 |
| 31 | 65,759 | 75,622 | 81,562 | 87,459 |
| 32 | 66,418 | 76,379 | 82,378 | 88,333 |
| 33 | 67,081 | 77,143 | 83,202 | 89,217 |
| 34 | 67,752 | 77,914 | 84,034 | 90,110 |
| 35 | 68,430 | 78,693 | 84,874 | 91,010 |