



# Maplewood Richmond Heights School District

2531 S Big Bend  
Maplewood, MO 63143  
(314)644-4400 Fax: (314)781-3160

## ECC Library Media Specialist 25-26 School Year

**Supervisor:** Principal

**Primary Responsibilities:** To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and aid all students in acquiring the skills needed to make real-world applications.

**Qualifications/Experience:** Minimum of a Baccalaureate Degree with special preparation and Missouri teaching certificate in Library Media Specialist

### Essential Duties:

- Applies knowledge of the academic, personal, social, and cultural characteristics of students and relates them to learning through effective instructional strategies and assessments.
- Promotes and encourages reading for enjoyment, personal growth, and learning.
- Selects reading materials in multiple formats to facilitate maximum access for all members of the school community.
- Provides access to information for students, teachers, staff, and administrators to satisfy all learning needs.
- Teaches information literacy skills to build proficiency for student-driven research and individual creation of knowledge through critical thinking.
- Promotes equitable access to resources in a variety of formats and services for a variety of needs.
- Advocates for dynamic school library programs and positive learning environments by collaborating and connecting with the school community.
- Ministers the school library media program using research-based data to analyze and improve services in alignment with the school's mission to support student achievement.
- Selects, acquires, catalogs, retrieves, integrates, circulates, preserves, and deselected information resources.

- Continually upgrades technological skills to enhance student and teacher learning.
- Promotes digital citizenship instruction to support appropriate academic use of information.
- Seeks opportunities to grow professionally by taking advantage of information, events, and services provided by local, state, and national organizations.

**Terms of Employment:** Employed for a ten-month period as a certified educator with salary and benefits to be set by the superintendent and Board of Education

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://www.applitrack.com/mrhschools/onlineapp/>

### **Notice of Non-Discrimination**

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR and DEI 7539 Manchester Rd, Maplewood, MO 63143 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or

retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

**Posting: 01/13/25**

**\*MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**