

Job Title: Media Specialist

School Summary: Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

Position Summary: Ensure that the library media program is aligned with the mission, goals, and objectives of the school and supports Furlow's instructional program. Work to create an environment that is conducive to active and participatory learning by developing and administering an integrated library media program. Organize, plan, and supervise media center personnel in the delivery of media center programs and services. Participate and serve as a member of the instructional team to identify, acquire, and purchase the best technology and instructional resources available to meet learner needs and instructional objectives; provide training and tools for using information resources and attaining digital literacy, and serve as a valuable resource for both teachers and students.

Essential duties will include, but are not limited to, the following:

- Follows all county, state, and federal policies and procedures
- Implements a results-oriented information and technology literacy skills curriculum integrated with the subject area curriculum through teacher collaboration
- Empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and discerning, technologically literate, ethical users of information
- Establishes annual and long-term measurable goals that are aligned with the school mission and objectives
- Ensures staff are effective users of information, ideas, and effective users of technology for instruction
- Collaborates with teachers and specialists to design and implement lessons and instructional units
- Collaborates with teachers and specialists to assess student learning and instructional effectiveness
- Develops and maintain a collection of resources appropriate to the curriculum, students, and teaching and learning styles inherent within the school community
- Participates in the curriculum development process to ensure that the curricula includes the full range of literacy skills necessary to meet content standards and to develop lifelong learners
- Instills a love of lifelong learning in all students
- Ensures equitable access to information and learning resources

- Promotes the responsible use of materials and equipment
- Demonstrates prompt and regular attendance
- Follows professional ethics in all work-related activities
- Seeks to improve through professional development and evaluation activities
- Provides training on equipment and services provided in the media center
- Coordinate, support, and promote the school wide reading initiative, tracking, and rewards
- Chair the Literacy Committee, and coordinate Literacy Night annually
- Manages and maintains school equipment inventory in compliance with FCS policies and federal guidelines, including proper labeling, recordkeeping, annual physical inventory, reconciliation, and monitoring of allowable use for federally funded items
- Performs other duties as assigned by the appropriate administrator

Preferred Qualifications:

- Master's degree and a valid Georgia Professional Standards Commission (GaPSC) teaching certificate, or the ability to obtain one.
 - See additional information here:
<https://www.gapsc.com/Rules/Current/Certification/505-2-.143.pdf>

How to Apply:

- Interested candidates should email the following to sduff@furlowcharter.org
 - A cover letter explaining your interest in the position.
 - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.