Robert Smith

Executive Library Media Specialist

CONTACT DETAILS

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PERSONAL STATEMENT

Having 11 years of experience as a Library Media Specialist working not only with students but also with parents, other teachers and administers. As the school librarian, in charge of ordering books for the collection, managing payment, unloading and stocking the books on the shelves.

WORK EXPERIENCE

Executive Library Media Specialist

Eugene School District, Churchill High School - 2010 – 2020

Responsibilities:

- Manage a high school library for a school of 1200 students.
- Supervise classified staff, students and parent volunteers to provide support for students curriculum needs, personal reading, study space, and technology access.
- Supervised the cataloging of over 12,000 textbooks in planned information literacy lessons for classes across the content areas.
- Provide access and training for assistive technology to special education students.
- Taught intervention reading class for students who had not passed the statewide reading assessment.
- Serve on school leadership and district teacher advisory committees, participate in a district writing group and collaborate with other district media specialists.
- Manage school and media center websites and social media to foster family engagement.

Library Media Specialist

ABC Corporation - 2009 – 2010

Responsibilities:

- Walter Robles, Principal.
- Teach library and research skills to grades 4K - 5.
- Responsible for all aspects of the library media program, including curriculum, collection development, budgeting, circulation, inventory, and book repairs.
- Coach Battle of the Books teams.
- Instituted Student Library Helper program.
- Culturally Relevant Pedagogy team chair.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Library Media Specialist Certificate - (George Fox University - Newberg, OR)

SKILLS

Microsoft Office, Google Apps.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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