

## **Requirements for New Library Media Specialists**

*(for Applicants that do not hold a current HCPS Library Media Specialist Position)*

### **1. Applicant is a certified, experienced classroom teacher without a Master's Degree in Library Science nor completed LMS Media Specialist Coursework Compliance Agreement.**

#### **Requirements:**

- At least one year of prior teaching experience
- Current Florida Professional Teaching Certificate, or eligible to be certified
- Pass district Library Media Specialist screening\*
- Pass *Educational Media Specialist PK-12* certification exam & add to certificate, OR do so within 1 year
  - Applicants that have not passed the *Educational Media Specialist PK-12 certification* test before they are hired are considered out of field and must also sign an Agreement to Earn with District Human Resources Department (HR).
- Sign Coursework Compliance Agreement to complete 18 hours of specified Masters-Level courses
- Complete any other district level requirements

#### **Steps:**

- Applicant passes district Library Media Specialist screening
- Principal interview screened applicant, hires and notifies HR to process
- Applicant signs Agreement to Earn with HR, if not certified in *Educational Media Specialist PK-12*
- Applicant signs Library Media Specialist Coursework Compliance Agreement (see attached)
  - Course Work Compliance Agreements are monitored by District Library Media Supervisors, and any noncompliance is reported to HR
- HR notifies applicant of any other district requirements and monitors progress if necessary

### **2. Applicant has Master's Degree in Library Science or equivalent.**

#### **Requirements:**

- Degree in Library Information Science or equivalent
- Current Florida Professional Teaching Certificate, or eligible to be certified
- Pass district Library Media Specialist screening\*
- Complete all requirements to obtain FL educator certificate for *Educational Media Specialist PK-12*, OR do so within 1 year of hiring
- Complete any other district or state required professional learning courses for non-Education majors through University coursework -OR- HCPS Alternative Certification Program

#### **Steps:**

- Applicant has application on file with the district
- Applicant passes district Library Media Specialist screening\*
- Principal interviews screened applicant, hires and notifies HR to process
- Applicant signs Agreement to Earn with HR, if not certified in *Educational Media Specialist PK-12*
- HR notifies applicant of any other district requirements and monitors progress if necessary

### **Useful Links**

FL Educator Certification Information: <http://www.fldoe.org/teaching/certification/>

FCTE Certification Exam Information: <http://www.fl.nesinc.com/index.asp>

ALA Accredited Schools Directory: <http://www.ala.org/educationcareers/accreditedprograms/directory>

USF School of Information: <https://www.usf.edu/arts-sciences/departments/information>

\* *The district Library Media Specialist screening is a panel interview (consisting of district Library Media Supervisors & experienced HCPS library media specialists). Applicants interested in scheduling a Library Media Screening should call (813) 840-7020.*



**Library Media Specialist (LMS) Coursework Compliance Agreement**

The courses listed below are from the University of South Florida’s Master of Arts in Library and Information Science program. Equivalent courses at American Library Association accredited institutions can be substituted with advanced approval by a media supervisor.

**Foundational Courses for School Librarianship (complete all four):**

- LIS 6603 Basic Information Sources and Services - 3 credits (Reference)
- LIS 6455 The Organization and Administration of the School Media Center - 3 credits
- LIS 6303 Preparing Instructional Media - 3 credits
- LIS 6511 Collection Development and Maintenance - 3 credits

**Foundational Courses for Children’s and Young Adult Literature (complete two):**

- LIS 6565 Books and Related Material for Young Adults - 3 credits
- LIS 6564 Books and Related Material for Children - 3 credits
- LIS 5566 Multicultural Literature for Children and Young Adults – 3 credits

Date Hired as LMS: \_\_\_\_\_

Out of Field Assignment Begins: \_\_\_\_\_

Compliance Date Year 1: \_\_\_\_\_

Compliance Date Year 2: \_\_\_\_\_

Compliance Date Year 3: \_\_\_\_\_

Library Media Specialists hired during the months of June, July or August will have a yearly compliance date of May 30<sup>th</sup>. Media specialists, hired during other months, will have a yearly compliance date which falls on the anniversary of the date hired. Example: Date Hired - October 1, 2019; Compliance Dates: 10/1/2020, 10/1/2021 and 10/1/2022.

I understand that, per the Hillsborough County School Board approved job description, my continued assignment to the position of Library Media Specialist is contingent upon my completion of a master’s degree in Library and Information Science or at least 18 credit hours (6 hours per year for 3 years) of required university course work. If I do not take the required courses, I understand that I will lose my position as a Library Media Specialist. It is my responsibility to send a transcript of the courses taken each school year to the Library Media Supervisor, as evidence that I am complying with this agreement. The transcript needs to be sent to the Library Media Supervisor by the yearly compliance date until this agreement is completed.

School: \_\_\_\_\_

Print Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_