

Requirements for New Media Specialists

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

1. Applicant is a certified classroom teacher without a Masters degree in Library Science, or who has not completed the requirements specified on the Media Specialist “Course Work Compliance Agreement.” (see below)

- Applicants that have not passed the media specialist certification test before they are hired are considered out of field and must also sign an Agreement to Earn with District Human Resources Department.
- Applicants that have passed the media certification test should add this certification to their professional certificate.

Requirements:

- At least one year of prior teaching experience
- Current Florida Professional Teaching Certificate, or eligible to be certified
- Pass district media specialist screening**
- Pass Florida media certification exam
- Sign “Course Work Compliance Agreement” to complete 18 hours of specified LIS university level courses (*monitored by District Library Media Supervisor*)
- Complete any other district level requirements

Steps:

- Applicant passes district Library Media Supervisor screening
- Principal interviews screened applicants
- Principal hires and notifies Human Resources to process
- Applicant signs “Agreement to Earn” with Human Resources, if they are not certified in Library Media
- Applicant signs “Course Work Compliance Agreement” with District Library Media Supervisor
 - Applicants hired during the months of June, July and August will have a yearly compliance date of May 30.
 - Applicants hired during the school year will have a yearly compliance date that falls on the anniversary of the date hired.
Example: Date Hired – October 1, 2014
Compliance Dates: 10/1/2015, 10/1/2016, and 10/1/2017
 - District Library Media Supervisor sends copy of “Course Work Compliance Agreement” to HR.
 - “Course Work Compliance Agreements” are monitored by District Library Media Supervisor, and any noncompliance is to be reported to HR.

2. Applicant has Masters Degree in Library Science or equivalent.

Requirements:

- Degree in Library Information Science or equivalent
- Pass Florida media certification exam, OR do so within one year of being hired
- Pass district media specialist screening**
- Complete any other district level requirements

Steps:

- Applicant has application on file with the district
- Applicant passes District Library Media Supervisor screening
- Principal interviews screened applicant
- Principal hires and sends applicant to Human Resources for processing
- Applicant signs “Agreement to Earn” with Human Resources, if they are not certified in Library Media
- Human Resources notifies applicant of any other district requirements to be completed and monitors progress if necessary

*** This screening is basically an interview with a district Library Media Supervisor to determine whether an applicant meets district requirements for library media candidates, understands Masters Course Work Compliance (if applicable) and can be recommended for an interview with a hiring principal. The Supervisor(s) will screen applicants interested in applying for library media positions. The information of those applicants will be entered into a spreadsheet and sent to Human Resources. Principals needing to fill Library Media positions can refer to this list of screened applicants.*

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
Division of Curriculum & Instruction
Library Media Services

Media Specialist Course Work Compliance

I understand that my continued assignment to the position of library media specialist is contingent upon my completion of the 18 hours (minimum 6 hours per year) of required university course work (*see attached list*). If I do not take the required courses, I understand that I will lose my position as a media specialist and return to a position for which I am certified.

It is my responsibility to send a transcript of the courses taken each school year to the media supervisor, as evidence that I am complying with this agreement. The transcript needs to be sent to the media supervisor by the yearly compliance date until this agreement is completed.

Out of Field Assignment Begins: _____

Compliance Date Year 1: _____

Compliance Date Year 2: _____

Compliance Date Year 3: _____

- *Media specialists hired during the months of June, July or August will have a yearly compliance date of May 30th.*
- *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, 2014
Compliance Dates: 10/1/2015, 10/1/2016 and 10/1/2017

Name: (Print) _____ Lawson ID: _____

Signature: _____ Date: _____

School: _____

Required Courses

The Library Information Science program at the University of South Florida offers the required courses. The student's individualized course work compliance program will be comprised of six courses chosen from the list below.

- **Equivalent courses may be taken through another ALA approved Library Media Program with approval from the media supervisor. Other ALA approved programs can be found here:**
<http://www.ala.org/CFApps/lisdir/index.cfm>
- **Hillsborough County Public Schools requires 6 courses (18 hours) be taken as directed below.**

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

- _ LIS 6603 Basic Information Sources and Services - 3 credits (Reference)
- _ LIS 6455 Organization & 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 of the three courses):

- _ 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

Course descriptions can be found at <http://si.usf.edu/ma/courses/>

Other Important Information

- If a student decides to continue taking courses toward a Masters in Library and Information Science, the student should not complete more than 12 hours before being accepted into the Masters program. Please contact your advisor for additional information.
- Information regarding FCTE Certification EXAM:
<http://www.fl.nesinc.com/testPage.asp?test=010>