



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

BILL HASLAM
GOVERNOR

CANDICE MCQUEEN
COMMISSIONER

April 29, 2015

Via Electronic Mail

Mike Brown, Director
Paris Special School District
1219 Highway 641 South
Paris, TN 38242
Mike.Brown@parisssd.org

Dear Mr. Brown:

I am in receipt of your e-mail and attachment, dated April 7, 2015, requesting a waiver of State Board of Education Rule 0520-01-03-.07 (2), requiring schools to employ a certain number of library information specialists per school who hold endorsements as library information specialists.

Pursuant to my authority as commissioner to waive certain state board of education rules, your waiver request is hereby granted for one year.

Sincerely,

A handwritten signature in cursive script, reading "Candice McQueen", with two small "S" marks above the end of the signature.

Dr. Candice McQueen

Stephen M. Smith

From: Mike Brown [Mike.Brown@parisssd.org]
Sent: Tuesday, April 07, 2015 10:23 AM
To: Hanseul Kang; Stephen M. Smith
Cc: Candice McQueen; Sara Heyburn
Subject: RTI and librarian job description.docx
Attachments: RTI and librarian job description.docx

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Stephen,

I am writing to request a waiver from the requirement to have certified/licensed librarian in our schools. It is my opinion that the role of the library has changed. With the additional challenges of RTI, I feel our students would be better served with a person who can help teachers with Literacy Interventions to supplement traditional librarian responsibilities. I have attached a draft of a job description of what this position might look like. I just need the flexibility to hire the best person for this and not be limited by the requirement of a licensed/certified librarian.

I have spoken with Dr. Sara Heyburn about this and she has graciously agreed to research whether this might be a good policy change that the State Board would consider.

Please consider this as an official request for a waiver from the requirement to have a certified librarian in our schools. I believe this is in the best interest of our schools and our students.

I will be happy to discuss this with you and also answer any questions you may have.

Sincerely,

Mike Brown, Director
PSSD

Mike Brown, Director
Paris Special School District
1219 Highway 641 South
Paris, TN 38242
731-642-9322 (phone)
731-642-9327 (fax)

This email and any attachments are confidential. If you are not the intended recipient, do not save it, forward it, or use it in any way. Please alert the sender, then delete any copy from your system. Thank you for your cooperation.

Mike Brown
Director of Schools
mike.brown@parisssd.org

Dr. Leah Watkins
Supervisor of Instruction
leah.watkins@parisssd.org

Sherry Wagner
Supervisor of Special Education
sherry.wagner@parisssd.org



Paris PSSD

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Position Title: RTI Teacher/Library Specialist

A current Tennessee School Library Media Specialist Certificate is required. Experience teaching reading to struggling readers is preferred.

Nature and Scope of Position: This position will hold a dual role. The RTI Teacher/Library Media Specialist will be responsible for overseeing and maintaining the school library and addressing the needs of students in need of reading and/or math interventions by providing interventions and progress monitoring.

A. Information Specialist: The library media specialist provides access to information and resources for all students, staff and community users. As information specialist the library media specialist:

1. Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
2. Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system.
3. Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center.
4. Provides access to the library media center throughout the school day, schedules class visits flexibly to encourage use at the point of need, and organizes and manages the library media facility in a manner that encourages access.
5. Develops and implements policies and procedures which ensure that access to information is not impeded; interprets laws and district policies regarding information.

6. Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs.

7. Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources.

8 Communicates library media program needs to the administration.

B. Instructional Consultant: The library media specialist acts as a consultant to coordinate student learning experiences with school, district and outside resources. As instructional consultant the library media specialist:

1. Participates in department, grade-level, school and district curriculum development and assessment projects.

2. Offers assistance to teachers in the selection and use of information resources.

3. Provides leadership in assessing, evaluating and implementing information and instructional technologies.

4. Recommends student-level literature to teachers and encourages them to read to their classes as well as reading personally for an awareness of the literature available.

C. Teacher: The library specialist is an integral part of the instructional team. She/he fosters a positive attitude toward the use and communication of information by students and teachers and creates an environment where literature and language is valued.

As a teacher, the library specialist:

1. Teaches information skills as an integral part of the content and objectives of the school's curriculum.

2. Jointly plans, teaches and evaluates instruction which incorporates information access, use and communication skills with the classroom curriculum.

3. Provides instruction in the use of technology to access information outside the library media center.

4. Uses a wide variety of teaching methods, media, and ways of communicating information to insure that students can access and use all types of information sources.

5. Encourages students to read for pleasure and motivates their reading through a variety of methods.

D. RTI/Interventionist Teacher:

1. Work with individual students or small groups of students to provide educational interventions and progress monitoring.

2. Work with school personnel in the RTI process by assisting in determining and implementing Intervention services.

3. Maintain records of interventions and progress monitoring to insure process fidelity.

4. Maintain high level of ethical behavior and confidentiality of information.

5. Attend team/parent meetings as required; provide input to teams regarding student academic strengths and weaknesses.

6. Provide high quality general education instruction to students who are at-risk in reading, writing and/or mathematics.

7. Use identified scientific, research-based interventions focused specifically on individual student difficulties.

8. Maintain data-based documentation of continuous monitoring of student performance and progress during interventions.

9. Provide the high quality instruction time needed to move students to grade level proficiency.

10. Participate in universal screening activities and assist with the analysis of the data to identify students in need of response to intervention services.

11. Provide data to the school teams and participate in decisions about student progress.

13. Utilize tracking system to maintain lists of students participating in interventions.

14. Perform related duties and responsibilities as requested by the Director and/or principal.