

LMS Advisor/Coordinator Duties – 2014 updated

- (1) Prior to 2010, the LMS Advisor/ Coordinator reviewed program 604 and NYS certification requirements with incoming LMS students. With the advent of a second MLS/LMS program 606 in 2010 and the Advanced Post MLS Certificate in Library Media Specialist (Initial Certification) in 2012, the admission process for LMS students has become more complicated and thus requires the exclusive attention of the LMS Advisor/Coordinator, therefore beginning in 2010 the LMS Advisor/Coordinator has coordinated all phases of the admissions process for the GSLIS programs 604, 606, and the Advanced Post MLS Certificate in LMS (Initial Certification);
- (2) Serves as the sole and official faculty advisor for students in the three LMS programs;
- (3) Responds to inquiries from prospective students in the three LMS programs; meets with prospective students considering these programs;
- (4) Serves as the first ombudsman for students in the three LMS programs;
- (5) Prior to 2010, the LMS Advisor/Coordinator monitored LMS program 604 student progress throughout their studies at GSLIS to ensure that they had the course requisites for NYS teacher certification upon completion of the program. With the advent of a second LMS program 606 in 2010, requirements for graduation have become more complicated and thus require the exclusive attention of the LMS Advisor/ Coordinator, therefore beginning in 2010 the LMS Advisor/Coordinator has certified students in GLIS programs 604 and 606 for graduation;
- (6) Oversees the collection and submission of requisite data to the College Education Unit;
- (7) Reviews and revises the literature for these programs including brochure and bulletin;
- (8) Designs and implements LMS programs and certificates; oversees application submissions with Department, School, University, NYSED;
- (9) Course coordinator for LIS 761, 764, 765, 767;
- (10) Reviews and revises these courses as necessary to improve the School's efforts in regard to information literacy, collaboration, and other aspects of the current state and national standards;
- (12) Acts as the School's representative at meetings with State Education Department on certification and related issues;
- (13) Represents the GSLIS on the College's Professional Education Council;

(14) Represents the GSLIS on the NYC School Library System Advisory Board;

(15) Supports 606/uncertified students in the completion of the new NYS teacher certification requirement edTPA including unit and lesson plan completion, presentation, etc.