JOB DESCRIPTION

I. Title: Grades 6-8 Library/Media Services Teacher

II. Qualifications:

    A. Must hold K-8 Elementary Instructional Certificate or Media Specialist Certification (preferred)

    B. Demonstrated ability related to collection development, information technology, research methodology, and library program designs for children

    C. Effective problem solving, written and verbal communication skills, and human relations skills

    D. Required criminal background check and proof of U.S. citizenship or legal alien status

III. Reports to: Principal/Designated Administrator

IV. Primary Function: To develop and coordinate educational media services in order to assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills.

V. Performance Responsibilities:
    A. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology
    B. Provides instruction to students and staff in the effective use and production of technology and information resources in multiple formats, both local and remote.
    C. Helps students to develop habits of independent reference work and to develop skill in the use of reference material and presentation software in relation to planned assignments
    D. Teaches students information literacy skills and technology proficiencies as defined by the NJ Student Learning Standards for appropriate grade levels.
    E. Presents and discusses materials with a class studying a particular topic at the request of the teacher

Grs. 6-8 Library/Media Services Teacher

F. Coordinates library skills instruction with classroom instruction and works to achieve NJ Student Learning Standards, AASL Standards Learning Framework, district educational goals and objectives and collaborates with teachers to integrate information literacy competencies across the curricula
G. Recognizes the existence and use of multiple information environments
H. Selects, applies, and uses the appropriate software, hardware, and communications technologies to promote effective teaching and learning
I. Produces media in graphic, multimedia and electronic formats in support of the library media and instructional programs
J. Evaluates, selects and requisitions new Technology & Media Center materials and informs teachers and other staff of new acquisitions
K. Conducts in-service education for teachers in the effective evaluation, selection and use of media and technology and maintains professional library materials for teacher use
L. Prepares and administers the Technology & Media Center Budget under the direction of the Principal.
M. Oversees and monitors the clerical activities necessary for the operation of the Technology & Media Center
N. Oversees the work of volunteer workers
O. Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the Technology and Media Center's capacity to access information globally
P. Maintains professional competence and continuous improvement through in-service education and other professional development activities
Q. Performs such other related duties as may be assigned.
R. Is responsible for the operation and supervision of the school Media and Technology Center
S. Maintains a comprehensive and efficient system for cataloging all Media Center Materials and instructs teachers and students on use of the system
T. Assists teachers in the selection of books and other instructional materials and makes Media Center materials available to supplement the instructional program

VI. Terms of Employment:
Compensation, benefits, work day and year as defined by the negotiated contract between the USR BOE and the USREA

VII. Evaluation:
Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.