



JOB DESCRIPTION

I. Title: School Library Media Specialist

II. Qualifications:

- A. School Library Media Specialist or Associate School Library Media Specialist endorsement (Under general supervision of Principal if Associate School Library Media Specialist Certificate) and NJ Instructional Teaching Certificate
- 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

Reports to: 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
- F. Coordinates library skills instruction with classroom instruction and works to achieve NJ Student Learning Standards, AASL Standards Learning

School Library Media Specialist

- 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.