

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

- TITLE:** SCHOOL LIBRARY MEDIA SPECIALIST
- QUALIFICATIONS:**
1. Valid New Jersey Educational Services Certificate and School Library Media Specialist Endorsement
 2. Minimum experience as determined by the board
 3. Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents
 4. Effective problem-solving, human relations, and communication skills
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- REPORTS TO:** Principal
- SUPERVISES:** Media Center Volunteers, when assigned
- JOB GOAL:** To develop and coordinate educational media services and 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.

PERFORMANCE RESPONSIBILITIES:

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Is responsible for the operation and supervision of the school media center.
3. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
4. Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and

objectives, and collaborates with teachers to integrate information literacy competencies across the curricula.

5. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
6. Evaluates, selects, and requisitions new media center materials and informs teachers and other staff of new acquisitions.
7. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
9. Conducts in-service education for teachers in the effective evaluation, selection, and use of media and maintains professional library materials for teacher use.
10. Presents and discusses materials with a class studying a particular topic at the request of the teacher.
11. Prepares and administers the media center budget, under the direction of the principal or designee.
12. Supervises the clerical activities necessary for the effective operation of the media center.
13. Supervises the work performance of the Media Center Volunteers, when assigned.
14. Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
15. Maintains professional competence and continuous improvement through In-service education and other professional development activities.
16. Performs other duties assigned by the superintendent of schools, principal, or required by law, code, regulation, and/or Board policy.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: _____

DATE: _____

REVISED: _____

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:27-10</u>	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6:3.1 et seq.</u>	Conditions of employment for teacher
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6:3-4.1 et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-13.14</u>	School library media specialist
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.