

TITLE: **SCHOOL LIBRARIAN**

QUALIFICATIONS: New Jersey State Certification as Educational Media Specialist or as Associate Educational Media Specialist

REPORTS TO: **BUILDING PRINCIPAL**

SUPERVISES: Library clerks and/or secretaries, student helpers, and adult volunteers.

JOB GOAL: To provide the school community with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth and to aid all in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

In order to fulfill his/her professional responsibilities the **SCHOOL LIBRARIAN** shall:

- a. Plan and administer the school media program, working cooperatively with the principal, the library staff, teachers and students, delegating duties and appropriate authority to members of the school library staff and to adult volunteers.
- b. Report to the principal and work with the administrative and teaching staff in planning ways to enrich the program of instruction.
- c. Plan and implement media center policies.
- d. Work with other school librarians in the district to coordinate the district school library program.
- e. Develop, propose and justify budget requests for the school library program in consultation with the library staff members, teachers and the principal, and assist in developing budget requests with the district media specialist.
- f. Plan the duties of the media center staff and encourage staff participation and cooperation.
- g. Encourage teacher participation in the evaluation, selection and use of materials.
 - a. Inform teachers of new materials available and help plan the use of these materials.

- b. Provide preview service for books, magazines and AV materials.
- h. Coordinate the selection, organization and distribution of materials and equipment.
 - a. Evaluate and select new materials, enlisting the participation of staff and students, and School Librarian using professional journals, books and review sources as a guide to election.
 - b. Compile acquisition lists.
 - c. Prepare bibliographies for students and teachers.
 - d. Collect special-use book collections for reserve use.
- I. Oversee Inter-Library Loan Service.
- j. Oversee Mercer County AVA Service where applicable.
- k. Develop a climate that encourages students and teachers to take full advantage of the media center and its resources.
- l. Orient students to the particular use and regulations of the school library.
- m. Instruct students in research procedures common to all library searches.
- n. Introduce students to basic library resources and materials.
- o. Work with large and small groups as well as individuals in procuring materials for specific class assignments.
- p. Assist students and faculty in the use of equipment available in the media center.