

PROFESSIONAL STAFF POSITION

- TITLE:** School Library Media Specialist
- QUALIFICATIONS:**
1. New Jersey Educational Services Certification and School Library Media Specialist Endorsement.
 2. In-depth knowledge and understanding of the collection development, information technology, research methodology and library programs designs for children and adolescents.
 3. Effective problem solving, human relations and communication skills.
- REPORTS TO:** Director of Technology and Vocational Programs/School Principal
- JOB GOAL:** To develop and coordinate educational media services and assist teachers and students in the effective use of the library/media center and information technology as a learning resource to support the district's curriculum and to develop students' information literacy skills.

PERFORMANCE RESPONSIBILITIES:

1. Operate and manage the school library/media center.
2. Maintain a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
3. Coordinate library skills instruction with classroom instruction to integrate information literacy competencies across the curricula.
4. Assist teachers in the selection of books and other instructional materials.
5. Teach students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
6. Oversee the clerical activities necessary for the effective operation of the media center.
7. Participate in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
8. Maintain professional competence and continuous improvement through professional development activities.
9. Perform duties assigned by the Director and/or his/her designee in accordance with law, policies and contract.

Draft for 8/24/11 agenda

**TERMS OF
EMPLOYMENT:** 10-month

EVALUATION: Performance of this job effort will be evaluated in accordance the provisions of the Board of Education policy for certificated personnel.