

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

MEDIA SPECIALIST

QUALIFICATIONS: 1. New Jersey Media Specialist Certification or eligibility.
2. Master's Degree in Library Science preferred.

REPORTS TO: Building Principal

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instruction program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system.
6. Works with teacher in planning those assignments likely to lead to extended use of library resources.
7. Promotes appropriate conduct of students using library facilities.
8. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
9. Presents and discuss materials with a class studying a particular topic, on the invitation of the teacher.
10. Participates at curriculum meetings.
11. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
12. Arranges frequently-changing books-related displays and exhibits likely to interest the library's patrons.
13. Prepares and administers the library budget.
14. Supervises library aides in the performance of their duties.
15. Participates actively in library and other educational and professional associations on the local, regional, state, and national level.
16. Weeds obsolete and worn materials from the collections.
17. Supervises the clerical routines necessary for the smooth operation of the library.

**TERM OF
EMPLOYMENT:**

BARGAINING UNIT: Teacher Education Association

SALARY: In accordance with TEA contract and experience.

STATUS: Hourly___ Salaries X
Exempt___ Non-Exempt___

EVALUATION: Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

BOARD APPROVAL: _____

Board Approved
October 26, 2015