

WEST NEW YORK SCHOOL DISTRICT
WEST NEW YORK, N.J.

Job Description

Title: Librarian/Media Specialist

Qualifications: New Jersey Certificate

Reports to: Building Principal

Job Goal: To provide all student with an enriched library environment containing a wide variety of materials that will invite intellectual growth, and to aide students in acquiring the skills needed to take full advantage of media center resources.

Performance Responsibilities:

1. Operates and supervises the media center.
2. Evaluates, selects, and requisitions new media center materials.
3. Assists teachers in selection of books and other instructional materials, and make media center materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the media center requires.
5. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
6. Arranges for inter-library loan of materials of interest.
7. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with class studying a particular topic.
11. Participates at currycomb meetings.
12. Arranges frequently changing book-related displays and exhibits likely to interest the media center's patrons.
13. Prepare and administer the media center budget.
14. Weeds obsolete and worn materials from the collections.
15. Oversees the clerical routine necessary for the smooth operation of the media center.
16. Performs any such duties as assigned by principal/supervisor.

Terms of Employment:

10 Month Employee

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board of Education policy on Evaluation of Professional Personnel.

I CERTIFY THAT THIS IS A TRUE AND ACCURATE
COPY OF SAID RESOLUTION PASSED BY THE
WEST NEW YORK BOARD OF EDUCATION ON:

APPROVED BY: _____

DATE: 12/12/07 _____