

TITLE: SCHOOL TECHNOLOGY & 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 years classroom experience
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
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Building Principal

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' technology and information literacy skills.

PERFORMANCE RESPONSIBILITIES:

Media Center/ Community Learning Space, basic operations

1. Is responsible for the operation and supervision of the school media center.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
3. Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives.
4. Evaluates, selects and requisitions new media center materials.
5. Prepares and administers the media center budget.
6. Supervises the clerical activities necessary for the effective operation of the media center.
7. **Knowledge/ expertise on the vision of NJSLS 2020, with specific attention to:**
 - a. **Career Readiness, Life Literacies, Key Skills**
 - b. **Computer Programming & Design Thinking**

8. **Practical experience providing robust learning experiences to prepare students for an increasingly technology-driven workforce and world.**
9. **Strong interpersonal skills to support collegial collaboration and community relations**

Work directly with students

1. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
2. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
3. Presents and discusses materials with a class studying a particular topic at the request of the teacher.

Work with teachers

1. Collaborates with teachers to integrate information literacy competencies across the curricula.
2. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
3. Informs teachers and other staff of new acquisitions for the media center.
4. Conducts inservice education for teachers in the effective evaluation, selection and use of media and maintains professional library materials for teacher use.

Other

1. 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.
2. Maintains professional competence and continuous improvement through inservice education and other professional development activities.
3. Performs such other related duties as may be assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

annual

evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

Legal References:

<u>N.J.S.A.</u> 18A:6–7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16–1	Officers and employees
<u>N.J.S.A.</u> 18A:16–2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:27-10 next May 15	Nontenured teaching staff member; offer of employment for succeeding year or notice of termination before
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly: <u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
See particularly: <u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-12.14	School library media specialist
<u>N.J.A.C.</u> 6A:9C-3 leaders	Required professional development for teachers and school
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly: <u>N.J.A.C.</u> 6A:10–2.1 <u>et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10–4.1 <u>et seq.</u>	Components of teacher evaluation
<u>N.J.A.C.</u> 6A:10–5.1 <u>et seq.</u>	Components of principal evaluation
<u>N.J.A.C.</u> 6A:10–6.1 <u>et seq.</u>	Evaluation of teaching staff members other than
teachers, principals, vice principals and assistant principals	
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

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

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.