

TITLE: SCHOOL 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. 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: Principal

SUPERVISES: Media Aide

JOB GOAL:

1. To provide an approved information literacy education program and establish a class environment that fosters learning and personal growth;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education that includes the effective use of the media center and information technology as a learning resource; and
3. To maintain good relationships with parents and other staff members; and
4. To maintain and coordinate the educational media services and materials within the school to which you are assigned.

PERFORMANCE RESPONSIBILITIES:

Media Center, 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. Supervises the work performance of the media aide.

Work directly with students

1. Provides a sequential program of library skills instruction and instructs students in the use of various

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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. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Makes effective use of community resources to enhance the instructional program.
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Notifies the school principal promptly with information relevant to orderly district operations, such as observations about gang activity, signs of student depression, or signs of child abuse.
6. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education.

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: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:27-10</u>	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u> <u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers

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<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-12.14</u>	School library media specialist
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	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.