

SECTION TEACHING EDUCATIONAL SERVICES PERSONNEL

AREA EDUCATIONAL SERVICES PERSONNEL

TITLE: Librarian/Media Specialist – Elementary School

QUALIFICATIONS:

1. New Jersey certification as an Educational Media Specialist
2. Such additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Elementary Librarian/Media Specialist is directly responsible to the building principal.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The Elementary Librarian/Media Specialist may be assigned supervisory responsibility for aides and volunteers working in the library/media center.

JOB GOAL:

In consultation with the Supervisor of Communication Arts K-8, and under the direction of the building principal, the Elementary Librarian/Media Specialist works cooperatively with teaching staff, elementary teaching specialist, and subject area supervisors to provide library/media services which develop, support and enrich each student's learning experiences.

TERMS OF EMPLOYMENT:

Ten month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of responsibilities identified on this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, Evaluation of Non-Tenured Teaching Staff Members.

PERFORMANCE RESPONSIBILITIES:

A. Library/Media Center Services

Organizes and coordinates the services and resources of the school library/media center to support the goals of the instructional program.

1. Helps students to develop the ability to critically and independently use media center resources.
 - a. Instructs and guides students in the use of the library/media center.

- b. Guides students and teachers in the use of specific media.
 - c. Provides reference service.
 - d. Encourages independent and recreational reading.
2. Communicates to students and school community a knowledge of services available through the library/media center.
 - a. Provides orientation of the school community to the library/media center.
 - b. Participates in purposeful integration of media center resources with curriculum by acquiring or preparing materials, developing bibliographies, etc.
 - c. Assists in preparing media center materials for summer school.
 3. Exchanges with teachers pertinent information regarding student achievement.
 4. Works with other members of the school community to provide successful learning experiences such as: the book fair, literary festival, and young authors programs.
 5. Provides a professional media collection.
 6. Assists in the guidance and in-service training of teachers to integrate educational media throughout the school curriculum.

B. Library/Media Center Administration

Establishes and maintains a center in which the atmosphere is conducive to the stimulation of intellectual activity and effective use of center resources.

1. Plans and develops a library/media center program.
 - a. Develops short and long range goals for the library/media center
 - b. Budgets and records expenditure of funds within the resources provided by the district.
 - c. Plans for effective scheduling and utilization of physical facilities;
 - d. Evaluates the library/media center program.
2. Develops and maintains the media center collection.
 - a. Reviews, evaluates, selects, acquires and deaccessions materials to support the educational program.
 - b. Organizes materials for accessibility to the school community.
3. Supervises library/media center staff.

- a. Assists in selection and evaluation of clerical and technical staff.
- b. Instructs clerical and technical staff and volunteers in library/media center routines and programs.

C. Curriculum Responsibilities

1. Aids the principal and subject area supervisors in evaluating and acquiring necessary curriculum materials and in establishing and maintaining an inventory of all instructional materials within the school.
2. Aids the principal, Director of Basis Skills, subject area supervisors, and elementary teaching specialist in the coordination of the standardized, state, and district testing programs.

D. Professional Development

1. Maintains professional growth
 - a. Meets periodically with other specialists in the district to facilitate articulation and coordination of district-wide library/media services.
 - b. Attends and participates in relevant professional activities.

E. General Professional Responsibilities

1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness, and precision in both speaking and writing.
2. Participates in solving classroom and school problems and seeks resolution through appropriate channels.
3. Cooperates in the total school program by:
 - a. Sharing responsibility for care of materials, equipment, and classroom.
 - b. Sharing responsibility for student's behavior throughout the building.
 - c. Working with colleagues to improve the effectiveness of the total school program.
 - d. Participating in school activities.
4. Cooperates in curriculum development and evaluation activities by participating in the planning and implementation of programs.
5. Establishes and follows an individual program of professional renewal in such areas as:
 - a. How children learn

- b. Current approaches to discipline
- c. Alternative instructional strategies
- d. Updated curriculum materials
- e. Current theory and practice in his/her field.

F. Other Duties and Responsibilities

1. Performs other duties and responsibilities incidental to the office or as assigned by the building principal.