



SECTION 2110  
CATEGORY Instruction  
SUB-CATEGORY Library/Media Specialist

**QUALIFICATIONS:**

1. New Jersey State Certification as Associate Library Media Specialist or School Library Media Specialist.
2. Knowledge of New Jersey Student Learning Standards (NJSLS), International Society of Technology in Education (ISTE) Standards, and American Association of School Librarians (AASL) Standards.
3. Knowledge of instructional strategies for teaching information literacy.
4. Knowledge of current literature and professional trends in youth literature.
5. Exceptional writing, oral, interpersonal, and analytical skills.
6. Knowledge of applicable laws, regulations, and procedures.
7. Required criminal history check and proof of US citizenship or legal alien status.
8. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

**REPORTING RESPONSIBILITIES**

The Library/Media Specialist reports to the Building Administrator and/or Supervisor. He or she works in collaboration with Directors, Assistant Superintendents, and the Superintendent, as appropriate.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Library/Media Specialist shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

**JOB GOAL**

The Library/Media Specialist, in accordance with Board policy and New Jersey Statute and guided by the Board-approved curriculum and goals as well as the administrative rules of the Superintendent, the Assistant Superintendents, and the Director of Curriculum, is responsible for teaching assigned students.

**TERMS OF EMPLOYMENT**

Contract consistent with the agreement negotiated with the applicable bargaining unit.



## PERSONAL EVALUATION

The Library/Media Specialist shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: Building Administrator(s), Supervisor(s), the Director of Curriculum, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Personnel, the Assistant Superintendent for Special Services, and/or the Superintendent, at least twice a year if tenured and at least three times a year if non-tenured. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

## PERFORMANCE RESPONSIBILITIES

### I. Library/Media Center Services

1. Organizes and coordinates the services and resources of the school library/media center to support the goals of the instructional program.
2. Instructs students in techniques to effectively and independently use media center resources.
  - a. Instructs and guides students in the use of the library/media center.
  - b. Instructs students on how to be ethical and responsible synthesizers of information.
  - c. Instructs students on technology literacy skills.
  - d. Encourages independent and recreational reading.
  - e. Implements and provides makerspace challenges for students.
3. Communicates to students and school community a knowledge of resources and services available through the library/media center.
  - a. Collaborates with teaching staff in preparing and delivery lessons that incorporate information literacy, research, and literature appreciation.
  - b. Works effectively with staff to align and support department, building and district goals.
  - c. Collaborates with Language Arts supervisors and staff on summer reading for students.
  - d. Collaborates with other library and librarians (other districts, county and state) to maximize student access to resources.
4. Works with other members of the school community to provide literature-based learning experiences including but not limited to book fair, book clubs, author visits, and collaborative activities with Somerset County Library.

### II. Library/Media Center Administration

1. Establishes and maintains a center in which the atmosphere is conducive to the stimulation of intellectual activity and effective use of center resources.
2. Contributes to and follows the district library/media center program.
  - a. Evaluates and promotes emerging technologies.
  - b. Maintains the library budget provided by the district.
  - c. Creates orders to support the library curriculum based on usage and statistics.
  - d. Creates orders for materials such as reading materials, online resources and makerspace materials that support the district curriculum.
  - e. Obtains supervisor approval on all library orders.
  - f. Processes and maintains inventory on all materials.
3. Develops and maintains the media center collection.
  - a. Assists students and teachers in accessing library resources such as check out and returning of materials.
  - b. Re-shelves materials in a timely manner.
  - c. Monitors patron usage for overdue or lost materials.



- d. Researches, selects, and acquires new print and non-print materials.
- e. Reviews, evaluates, and deaccessions out-of-date materials.
- f. Maintains a culturally diverse collection of print and non-print materials to reflect students' needs and interests.
- g. Keeps library management system up to date with resources by properly adding new materials to library management system and removing materials no longer in circulation.
- h. Organizes and shares materials for accessibility to the school community.
- i. Organizes the physical space including furniture, display and signage.

### III. Curriculum, Instruction, and Assessment

1. Implements the district's goals, objectives, and policies, and the state's goals and requirements.
2. Implements personal, building, and department goals.
3. Instructs students as outlined in the Board-approved curriculum.
4. Creates lessons and instructional opportunities taking into consideration the planning process, classroom environment, and instructional needs of the students.
5. Assesses student progress through the utilization and interpretation of district and state test data and makes suggestions to modify the instructional program accordingly.
6. Recommends to the immediate supervisor updates to or changes in policies and/or procedure relating to the implementation of the educational program in the school.
7. Creates a positive image of the school and promotes the best learning and teaching climate possible.
8. Contributes to the curriculum review process.

### IV. Professional Development

1. Utilizes the evaluation process for self-reflection and personal growth.
2. Participates in articulation between the primary, intermediate, middle, and high school programs.
3. Attends district-sponsored professional development opportunities.
4. Participates in building and department meetings.
5. Seeks professional development opportunities outside of the school district for areas of professional interest or need.

### V. District/Building Procedures

1. Follows policy and procedures related to school safety practices.
2. Monitors administration of assessments, as assigned, to ensure that students are following procedures as outlined as well as maintaining security and confidentiality for all assessments.
3. Implements guidelines and procedures as outlined for school trips and other functions off school grounds.
4. Attends special events held to recognize student achievement, and school-sponsored activities, functions, and events connected to the position.
5. Implements Board policy as outlined.

### VI. Communication

1. Maintains parent/guardian communication in accordance with district policy and building protocol.
2. Attends meetings at the department, school, and district levels.
3. Works closely with administrators and guidance department staff regarding student scheduling problems, changes, and student progress.
4. Communicates concerns to the appropriate administrator.



#### VII. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2019 April 30