

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Educational Media Specialist (Librarian)

II. PRIMARY FUNCTION

To develop and coordinate educational media services and assist teachers and students in the effective use of the media center as a learning resource to support the school's curriculum

III. REPORTS TO

Principal or other appropriately certified Supervisor as designated by the Superintendent

IV. QUALIFICATIONS

- New Jersey Educational Media Specialist Certification
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Administers and supervises the school media center
- Meets and instructs students and staff in use of media center resources
- Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program
- Works with teachers and administrators in implementing curricula of the district
- Coordinates library skills instruction with classroom instruction
- Creates a media center environment conducive to learning and attempts to develop positive media specialist/student relationships
- Keeps aware of professional improvement and utilizes them when possible
- Maintains records as required by law, district policy and administrative regulations
- Works cooperatively with other staff members
- Helps students develop habits of independent reference work and skills in use of reference materials
- Evaluates, selection and requisitions new media center instructional materials and equipment to meet curriculum development and recreational needs
- Develops procedures for selecting, processing and circulating materials
- Prepares and administers an annual budget for media center
- Supervises the clerical activities necessary for effective operation of the media center
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA classroom teacher's contract