

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

MEDIA SPECIALIST

QUALIFICATIONS

1. Educational Media Specialist endorsement.
2. Experience in library media center organization, administration and management 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.

REPORTS TO

Principal.

JOB GOAL

1. To aid students and teachers in becoming effective and discriminating users of media resources through the development of appropriate skills.
2. To stimulate and guide students and teachers in using print and non-print materials.
3. To assist students and teachers in creating and producing A.V. materials locally.
4. To provide materials which support the curriculum and individual students in a broad range of interests and levels of skill.
5. To provide all students with an enriched media environment containing a wide variety and range of resources to invite intellectual growth, and aid students and teachers in acquiring skills needed to take full advantage of media resources.

PERFORMANCE RESPONSIBILITIES

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.
4. Assists teachers in the selection of print, non-print and electronic resources and makes media center materials available to supplement the instructional program.
5. Evaluates, selects and requisitions new media center materials and informs teachers and other staff of new acquisitions.
6. Provides a sequential program of library skills instruction.

7. Informally instructs students in the use of various types of materials and equipment.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
9. Conducts in-service education for teachers in the effective evaluation, selection and use of media.
10. Presents and discusses materials with a class studying a particular topic at the request of the teacher.
11. Prepares and administers the Media Center budget.
12. Supervises the clerical activities necessary for the effective operation of the Media Center.
13. Supervises the work performance of the media aide/technician.
14. Maintains professional library materials for teacher use.
15. Performs such other related duties as may be assigned.

TERMS OF EMPLOYMENT

Ten month position. Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified staff.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: