

JOB DESCRIPTION

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REVISED

JOB TITLE: LIBRARY MEDIA SPECIALIST

REPORTS TO: The Principal and/or Director of Instructional Technology & Library Media Services

SUPERVISES: Paraprofessional(s), volunteers, students

NATURE AND SCOPE OF JOB:

The Library Media Specialist assumes professional responsibility for the overall leadership and supervision of the Library Media Center program. The Library Media Specialist will ensure that students and staff are effective users of ideas and information, empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information, and instill a love of learning in all students and ensure equitable access to information. The Library media Specialist will collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness, as well as provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.

QUALIFICATIONS:

The Media Specialist shall:

1. Hold at least a Bachelor's degree from an accredited college or university
3. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an educational media specialist endorsement (N.J.A.C. 6:11-11.17) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
4. Hold a valid driver's license with no serious violations.
5. Have a minimum of three years excellent experience in teaching and in working with children and adolescents unless entering teaching from an alternative certification program.
6. Demonstrate a comprehensive knowledge of library media services.
7. Have excellent integrity and demonstrate good moral character and initiative.

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8. Demonstrate knowledge and understanding of library program design, child growth and development, effective instructional strategies, research techniques, information retrieval skills, classroom management, learning assessment and diagnosis, and research related to learning.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College transcripts.
5. Employment interview.

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EMPLOYMENT TERMS:

The Media Specialist shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Media Specialist shall as:

1. Leader
 - serve on decision making teams in the school
 - taking an active role in school improvement and accreditation activities
 - benchmark the school library program to common core standards
 - share expertise by presenting at faculty meetings, parent meetings, and school board meetings
 - create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff
 - encourage the use of available instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community
 - collect and analyze data to improve instruction and to demonstrate correlations between the school library program and student achievement (i.e. SGOs)
 - remain current in professional practices and developments, information technologies, and educational research applicable to school library programs
2. Instructional Partner
 - collaborate with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
 - participate in the curriculum development and implementation process at both the building and district level to ensure that the curricula include the full range of literacy

skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners

- participate in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities
- join with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning
- provide and plan professional development opportunities within the school

3. Information Specialist

- in accordance with district policy, develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school
- model effective strategies for developing multiple literacies
- evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- organize the collection for maximum and effective use

4. Teacher support students' success by guiding them in:

- the effective use of digital tools that assist in gathering, managing and sharing information
- reading for understanding, for exposure to diversity of viewpoints and genres, and for pleasure
- using information for defined and self-defined purposes
- building on prior knowledge and constructing new knowledge
- embracing the world of information and all its formats
- working with peers in successful collaboration for learning
- constructively assessing their own learning and the work of their peers
- becoming their own best critics

5. Program Administrator

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- ensure that school library program goals and objectives are aligned with school strategic plans
- use effective management principles in developing and implementing program goals and objectives
- use evidence of practice, particularly in terms of learning outcomes, to support program goals and planning
- prepare, justify and administer the school library program budget to support specific program goals
- establish processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- create and maintain in the school library a teaching and learning environment that is inviting, safe, flexible and conducive to student learning

Adapted from model provided by American Association of School Librarians, 2010.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

ENVIRONMENTAL DEMANDS:

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The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Principal and/or Director of Instructional Technology & Media Services shall evaluate the Media Specialist in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

8/20/14
Date