Tenafly PUBLIC SCHOOLS

SCHOOL LIBRARY MEDIA SPECIALIST

Qualifications:

- Valid New Jersey Certification: School Library Media Specialist Endorsement
- Demonstrated knowledge of theories in Library Science
- Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
- Required criminal history check and proof of U.S.
- Citizenship or resident alien status

Primary Function:

Under the supervision of the building Principal, the functions include delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. The functions also include the delivery of instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. Media are defined as all print, non-print and electronic resources including the technologies needed for their use.

Direct Report:

Building Principal

Specific Duties and Responsibilities:

Information Specialist

- Demonstrates a thorough knowledge of the school library media program, information and instructional technologies, and curricula, instruction and multimedia.
- Establishes and maintains traditional library procedures.
- Provides intellectual and physical access to materials in all formats.
- Provides resources to students and teachers through systematically developed library collections.
- Provides access to resources outside the school by networking with other information agencies via databases and other telecommunication devices.
- Provides access to efficient retrieval systems, including the searching capabilities of the computer.

Teacher

- Provides and promotes a positive educational environment in the school library media center.
- Works with classroom teachers to provide instruction and stimulate interest in using information and ideas and enables students to become effective, skilled, and discriminating users, designers and producers.
- Instructs students in developing a systematic mode of inquiry for accessing information resources as needed.
- Develops and implements an information curriculum to help students define what they need to know and develop strategies for obtaining information from various formats and media.
- Motivates, guides, and advises students in their reading, viewing, and listening.
- Helps students build positive attitudes toward the use and communication of information and ideas, encouraging them to realize their potential as informed citizens who think critically and solve problems, observe the rights and responsibilities relating to the generation and flow of information and ideas, and appreciate the value of literature and recreational media in a rapidly changing society.
- Teams with other teachers in planning and delivering individual and group instruction on the location and use of information in all formats.
- Provides staff support in instructional technology and production, selection, and evaluation of resources.

- Plans for and directs clerical and technical staff members, student assistants and parent volunteers.

Consultant

- Works with other educators to design learning strategies to meet the needs of students and to ensure that the school library media program contributes fully to the educational process and is an integral part of the school curriculum.
- Assists teachers in the design, implementation, and evaluation of instructional strategies for the classroom.
- Participates in building, district, department, and grade-level curriculum development for the classroom.
- Seeks opportunities for professional growth, including attending workshops, conferences and participating in education and library associations.
- Develops a budget designed to keep the collection current and meet the changing needs of the instructional program.
- Evaluates annually the effectiveness of the library/media program.

Terms of Employment:

Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:

Annual evaluation in accordance with state law and regulations and Tenafly Board of Education policy.

Board Approved:

Board approved 5/9/94

Revised:

Revised: 09/24/18 Resolution #P-11, Revised: 09/27/21 Resolution #P-6