

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SCHOOL LIBRARY MEDIA SPECIALIST

Date of Adoption: November 29, 2018

JOB TITLE: School Library Media Specialist

REPORTS TO: Principal and/or Supervisor

NATURE AND SCOPE OF JOB:

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

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Library Media Specialist Endorsement
2. Demonstrated ability related to collection development, information technology, research methodology, and library program designs for children and adolescents.
3. Effective problem-solving, human relations, and communication skills.
4. Minimum experience as determined by the Board.
5. 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.
6. 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 person's offense in accordance with 18A:6-7.1.
7. 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.
8. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
9. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

JOB RESPONSIBILITIES:

Media Center, basic operations:

1. Is responsible for the operation and supervision of the school media center, developing procedures for efficient operation and providing optimal services consistent with school and district goals and philosophy.

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SCHOOL LIBRARY MEDIA SPECIALIST

2. Establishes short- and long-term goals for the library media program in conjunction with the district vision for library media center.
3. Creates and maintains an atmosphere that encourages the use of the library media center by students and staff for the purposes of engaging with literature and practicing information literacy skills.
4. Maintains accurate records of library media center holding, including acquisition, circulation, and maintenance (i.e. cataloging, inventory, interlibrary loan).
5. Evaluates, selects and requisitions new media center materials, making such decisions based on current research and trends in library science, the needs of students and staff, and district curricula, goals and philosophy.
6. Utilizes the district's adopted selection policy to develop a collection of resources representative of diverse points of view and conscious of our pluralistic society.
7. Collaborates with members of the technology department and other school staff members to organize the use of educational technology including devices assigned to the library media center.
8. Oversees the budget for library media center resources, determining allocations and purchases based on the district curriculum and goals, and the needs of administrators, teachers, staff and students, balancing both the recreational and informational needs of the school community.
9. Develops methods of communication to inform the school community of the materials, resources, services and events provided by the library media center.
10. Collaborates with local and national organizations, including other district Library Media Specialists and the public libraries, to evaluate and implement new practices based on current trends and research.
11. Trains and supervises library clerks, paraprofessionals, and adult and student volunteers.

Curriculum and Instruction:

1. Develops and implements lesson plans to instruct students in accordance with the Library Media Curriculum, incorporating the national and state library standards as well as related standards in technology and college and career readiness.
2. Collaboratively plans and implements lesson plans, with classroom teachers that enhance and extend the curriculum in other content areas and incorporate relevant library media curriculum proficiencies.
3. Develops a broad and comprehensive understanding of the entire school curriculum and utilizes that knowledge to inform library instruction, collection development and planning of special events.
4. Works with members of the school community to plan and implement special programs that celebrate literature and information literacy (e.g. Author Visits, Book Clubs, etc.).
5. Stays abreast of current trends in information and media literacy, including best practices for print digital research.
6. Integrates principles of digital citizenship into lessons when students are engaged with technology; provides support to classroom teachers in modeling and fostering consistent good digital citizen habits for the students.
7. Establishes and maintains expectations for appropriate student behavior and usage of the library media center.

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SCHOOL LIBRARY MEDIA SPECIALIST

8. Provides orientation for new students and staff, and other students and staff on an as-needed basis.
9. Guides students in selection of print and digital materials, taking into consideration the developmental stages, interests, and needs of the students.
10. Prepares and provides materials and bibliographies to teachers, administrators and students based on inquiries, research topics, and curricular needs.
11. Utilize instructional best practices when delivering instruction to students.

Professionalism:

1. Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
2. Maintains professional competence and continuous improvement through in-service education and other professional development activities.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

EVALUATION:

The Principal and/or designee shall evaluate the School Library Media Specialist in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.