

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **LIBRARY MEDIA SPECIALIST**

QUALIFICATIONS:

1. Valid New Jersey Librarian or Media Specialist Certificate.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate activities.
3. Demonstrated ability with collection development, information technology, research methodology and library program designs for children and adolescents.
4. Ability to create a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal

SUPERVISES: Students, and when assigned, instructional and media assistants, student teachers and interns.

JOB GOAL: To provide an approved school library media program that includes developing and coordinating educational media services, utilizing educational technologies, and assisting teachers and pupils in the effective use of the library media center and information technology as learning resources to support the school's curriculum; to establish a school environment that fosters learning and personal growth; to develop students' information literacy skills; and, to maintain good relationships with students, parents and staff members.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve New Jersey State Student Learning Standards, 21st Century Learning Skills and district educational goals and objectives by promoting active learning and skills development. Teaches students through an approved course of study using board-adopted curricula and policies and other appropriate learning activities.

PERFORMANCE RESPONSIBILITIES:

2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Monitors and assesses student academic progress and personal growth toward stated objectives of instruction.
5. Maintains accurate records of student educational progress in formats as approved by the board and summarizes these records for reporting purposes.
6. Identifies student needs and collaborates with other professional staff members in assessing learning problems and developing strategies to promote academic, social and emotional progress.
7. Establishes a classroom culture for learning by creating an environment of respect and rapport.
8. Promotes an environment that provides for student safety and security. This includes, but is not limited to, establishing classroom procedures, managing student behavior and organizing physical space.
9. Utilizes professional and planning time effectively.
10. Uses instructional strategies to engage pupils in active learning and in promoting critical thinking skills.
11. Plans class activities and lesson presentations that are age-appropriate for the class as well as meet the individual needs, interests and ability levels of all students, including those set forth in a student's IEP or other specialized instructional plan.
12. Grows and develops professionally by reflecting on teaching, participating in relevant in-service activities and other professional growth opportunities.
13. Contributes to the school and district by participating in school and district level planning, faculty meetings, committees and other system-wide groups.

PERFORMANCE RESPONSIBILITIES:

14. Demonstrates and makes effective use of district and community resources to enhance the instructional program.
15. Utilizes meaningful and appropriate educational technologies to deliver, support and assess instructional objectives.
16. Works collaboratively with other teachers, professionals and support staff to meet the instructional, social and emotional needs of students with varying abilities and diverse learning styles.
17. Employs a variety of instructional techniques and integrates instructional media, where possible, to meet students' needs.
18. Upholds and enforces school rules, administrative regulations and board policy.
19. Maintains the library books data base necessary for the effective operation of the media center.
20. Facilitates the use of external information sources and participates in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
21. Evaluates, selects, and requisitions new media center materials and maintains a comprehensive and efficient system for cataloging all media center materials.
22. Assists teachers in the selection of books and other instructional materials so that the media center materials supplement the instructional program.
23. Performs other duties within the scope of his/her employment and certification as may be assigned by the building administrator.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation being determined in accordance with the appropriate negotiated agreement.

Job Description

Library Media Specialist

EVALUATION:

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

APPROVED: September 27, 2012

REVISED: December 8, 2016