

DELRAN TOWNSHIP SCHOOL DISTRICT

Library/Media Specialist

Reports to: Principal

Job Goal: Partner with teaching staff in the development of student literacy through the administration of the library/media center program; to provide specialized instruction to faculty and students' and to oversee the selection, organization, utilization and maintenance of library resources.

Essential Duties and Responsibilities:

- Collaborates with teachers to provide instruction and support for students in information and technology literacy; assists students and staff in identifying appropriate resources for achievement of student learning goals.
- Provides training for staff in the use of print and electronic reference tools and information literacy processes.
- Reinforce curricular programs and help students make meaning from various resources; supports students' interaction with a variety of genre as reflected in district curricula.
- Promotes student and staff reading for information and pleasure; maintains a library culture that encourages appreciation of literature; supports school reading incentive programs.
- Develops and maintains a diversified library collection of print, non-print and electronic resources to support curricular needs, the development of student literacy and the interests of students,
- Trains and partners with library support staff to implement the library program; oversees management of equipment, materials and facilities; manages the annual budget needs; accesses district procedures and tools for circulation, cataloguing and processing.
- All other duties as assigned by your immediate Manager and/or Superintendent.

Other Job Duties:

- Serves as a resource person to school teams and works on special projects as assigned
- Participates in continuing education programs for professional growth including in-service courses and meetings as required.
- Serves as a member of the library/media team of the school and district performs related duties consistent with the scope and intent of the position as assigned.

Qualification Requirements:

Knowledge, Skills and Abilities

The library/media specialist must demonstrate a successful level of the knowledge, skills and abilities listed below:

- Knowledge of instructional strategies for teaching and facilitating information literacy.
- Knowledge of current literature and professional trends in youth literature.
- Ability to provide information and technology literacy support/guidance to staff and students.
- Ability to use district standard software/hardware and emerging technologies related to the delivery of library services.
- Ability to partner with other staff to design and implement effective instruction; classroom management skills.
- Ability to use automated library systems and district procedures for collection development and maintenance, purchasing/processing, cataloguing and inventory.
- Ability to establish and maintain effective working relationships with students, parents, other school employees and others as needed.
- Ability to maintain accurate records and reports.
- Ability to communicate effectively.
- Ability to organize and coordinate workload of library staff
- Ability to be flexible and adaptable.
- Ability to work as part of a team.

Certificates, Licenses, Registrations:

Valid N. J. Media Specialist Certification and building/level appropriate N.J. Teaching Certification.

Evaluation:

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

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012