

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

CERTIFIED MEDIA SPECIALIST

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and Educational Media Specialist Endorsement
2. Minimum experience as determined by the board
3. Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents
4. Effective problem-solving, human relations, and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal

JOB GOAL:

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.

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for the operation and supervision of the school media center.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
3. Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives and collaborates with teachers to integrate information literacy competencies across the curricula.
4. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
5. Evaluates, selects and requisitions new media center materials and informs teachers and other staff of new acquisitions.
6. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
7. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
8. Presents and discusses materials with a class studying a particular topic at the request of the teacher.
9. Coordinates the clerical activities necessary for the effective operation of the media center.

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10. 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.
11. Maintains professional competence and continuous improvement through in-service education and other professional development activities.
12. Performs such other related duties as may be assigned.
13. The delivery of instruction in informational literacy skills.
14. 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.
15. According to the NJASL, the school library contributes to school life in the following ways:
 - a. Help students meet curricular standards
 - b. Provide students with the intellectual and technical scaffolds they need to learn and to be ethical and productive users and consumers of information
 - c. Nurturing and supporting students as readers by contributing to the reading and literacy agenda of schools
 - d. Promotes articulation with colleagues regarding integration opportunities

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:27-10	Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
N.J.S.A. 18A:37	Discipline of pupils
N.J.S.A. 6:3.1 et seq.	Conditions of employment for teacher
N.J.A.C. 6:3-4A.4	Requirements of physical examinations
N.J.A.C. 6:3-4.1 et seq.	Supervision; observation and evaluation
N.J.A.C. 6:3-5.1 et seq.	Seniority
N.J.A.C. 6:11-13.2	Amount, duration and content of required continuing professional development
N.J.A.C. 6:11-11.17	Education media specialist endorsement required
N.J.A.C. 6:11-11.19	Policies governing issuance of endorsements in educational

