



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION:

### LIBRARIAN/MEDIA SPECIALIST

#### QUALIFICATIONS:

1. Holds endorsement as Educational Media Specialist.
2. Has demonstrated successful experience in library media center organization, administration and management.
3. Demonstrates skills related to collection development, information technology, research methodology and library program designs for children and adolescents.
4. Possesses effective organization, problem-solving, human relations, and communication skills.
5. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
6. Possesses such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** To develop and coordinate school-level educational media services and assist teachers and students in the effective use of the media center as a learning resource to support the school's curriculum.

#### PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
  - a. Is responsible for the operation and supervision of the school media center.
  - b. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs administrators, teachers and students on use of the system.
  - c. Works with district media specialists and Director of Curriculum and Instruction in designing a sequential program of library skills instruction and submits it for Board approval in accordance with established district procedures.

- d. Implements the Board approved curriculum for library skills instruction and implements Board policy relevant to the functioning of the library media center.
  - e. Coordinates/Integrates library skills instruction with classroom instruction.
  - f. Informally instructs students in the use of various types of materials and equipment as well as in the use of the library media center.
  - g. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
  - h. Evaluates, selects and requisitions new media center materials and informs teachers and other staff of new acquisitions.
  - i. Helps students to develop habits of independent reference work and skills in the use of reference material in relation to planned assignments.
  - j. Prepares for the building principal and administers the media center budget in accordance with established timelines and guidelines.
  - k. Supervises the clerical activities necessary for the effective operation of the media center.
2. Student Management
- a. Supervises all students in the media center during all times of their work and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
  - b. Maintains necessary class lists, grades and other paperwork and provides information to classroom teacher and principal as requested.
3. Professional Development
- a. Participates in continuous study and research and attends relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
  - b. Attends staff meetings as required.
4. School and Community Relations
- a. Conducts inservice education for teachers in the effective evaluation, selection and use of media including, but not limited to audio-visual equipment, reference materials and services, and technology available in the library media center.
  - b. Maintains professional library materials for teacher use.

- c. Promotes awareness of the library media program by communication with the principal and other relevant audiences.

5. Other Assigned Tasks

Performs such other tasks and assumes such other responsibilities as assigned by the Principal and/or Superintendent.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board of Education in accordance with the agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Public Board meeting

**DATE:** April 24, 1996