

**RIVER VALE SCHOOL DISTRICT  
RIVER VALE, NEW JERSEY**

**JOB DESCRIPTION**

**TITLE:** SCHOOL LIBRARY MEDIA SPECIALIST

**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. Demonstrated ability related to the latest instructional technology.
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.
6. Minimum experience as determined by the Board of Education.

**REPORTS TO:** Principal

**SUPERVISES:** Media Aide, when assigned

**JOB GOAL:** To develop and coordinate educational media services and assist teachers and students in the effective use of Instructional Technology, information to knowledge, and instructional technology as a learning resource to support the schools curriculum and to develop student information literacy skills.

**Specific Duties and Responsibilities:**

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Responsible for the operation and supervision of the school media center.
3. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
4. Coordinates library skills, instructional technology 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.
5. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.

6. Evaluates, selects, and requisitions new media center materials and informs teachers and other staff of new acquisitions.
7. Provides a sequential program of library skills instruction, informational media and instructs students in the use of various types of materials and information technology.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
9. Conducts in-service education for teachers in the effective evaluation, selection, and use of media and maintains professional library materials for teacher use.
10. Presents and discusses materials with a class studying a particular topic at the request of the teacher.
11. Prepares and administers the media center budget, under the direction of the principal or designee.
12. Supervises the clerical activities necessary for the effective operation of the media center.
13. Supervises the work performance of the secretaries and/or media aides, when assigned.
14. 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.
15. Maintains professional competence and continuous improvement through in-service education and other professional development activities.
16. Provide training to teachers in the use of current instructional technology and computer competencies.
17. Teaches demonstration lessons with the teacher taking over class instruction after the demonstration.
18. Communicates with school and district personnel, parents, and community to share information about the program.
19. Troubleshoots hardware and software problems and recommends repairs as needed.
20. Supports the use of instructional technology in classrooms.
21. Demonstrate on a regular basis the use of instructional technology in the classroom to improve teaching and learning.
22. Monitor the use of instructional technology to ensure that resources and activities enhance rigorous academic content in the school's mission.
23. Assist in orientating staff.

24. Ability to lead staff development.

25. Maintains individual website as well as school website as it pertains to instructional technology and media.

26. Other duties as assigned by administration.

**TERMS OF EMPLOYMENT:** 10-month position

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of certificated staff.

**REVISED:** May 12, 2011

**BOARD APPROVAL:** 9/7/2010