

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: MEDIA SPECIALIST

QUALIFICATIONS:

1. N.J. Educational Media Specialist or N.J. Associate Media Specialist Certification.
2. Successful experience in library media center organization, administration, and management.
3. Demonstrated ability related to collection development, information technology and library program designs for children and adolescents.
4. Effective problem-solving, human relations, and communication skills.
5. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

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 as a learning resource to support the school's curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the daily operation of the school media center.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs students and teachers on the use of the system.
3. Prepares and administers the Media Center budget.
4. Evaluates, selects and makes accessible to staff and students library materials that are suitable for curricular, developmental, and recreational needs.
5. Coordinates library skills instruction with classroom instruction, whenever possible.
6. Provides a sequential program of library skills instruction.
7. Informally instructs students in the use of various types of materials and resources.
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. Provides pupils with reading and media guidance appropriate to their reading levels, maturity, interest and curricular needs.
10. Encourages the integration of library media services and materials with classroom instruction.
11. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
12. Creates an environment conducive to the development of library usage skills.
13. Promotes appropriate conduct of pupils using the library media center facility and encourages responsible use of all media center materials, information technology and hardware.
14. Supervises the work performance of the library staff and parent volunteers.

- 15. Participates in the selection of library media center personnel.
- 16. Participates in continuous study and research and attends relevant conferences and workshops to maintain and enhance professional competence.
- 17. Maintains professional library materials for teacher use.
- 18. Performs other duties as may be assigned by the Principal and/or Assistant Superintendent.

TERMS OF

EMPLOYMENT: Salary for a ten-month work year subject to negotiations between the FREA and the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education **DATE:** November 3,
2008

REVISED: _____