

TITLE: LIBRARIAN/MEDIA SPECIALIST

QUALIFICATIONS: N.J. Teaching and Librarian/Media Specialist Certificate

REPORTS TO: Superintendent, Principal and Vice Principal

JOB GOAL: To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth and to aide all students in acquiring the skills needed to take full advantage of media center resources.

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the media center to which assigned.
2. Evaluates, selects, and requisitions new media center materials.
3. Assists teachers in the selection of books and other instructional materials, and makes media center materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the media center acquires.
5. Maintains a comprehensive and efficient system for cataloging all media center materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.
11. Participates a curriculum meetings.
12. Arranges frequently-changing book-related displays and exhibits likely to interest the media center's patrons.
13. Prepares and administers the media center budget.

14. Supervises media center aides in the performance of their duties.
15. Weeds obsolete and worn materials from the collections.
16. Supervises the clerical routines necessary for the smooth operation of the media center.
17. Manage the media center's computer lab.