

**GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION**

**JOB DESCRIPTION**

**TITLE:**                                **LIBRARY - MEDIA SPECIALIST**

**QUALIFICATIONS:** - Associate Educational Media Specialist endorsement.

Successful experience in library media center organization, administration and management.

Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents.

Effective problem-solving, human relations, and communications skills.

Successful teaching experience in elementary and/or middle school classroom.

Required criminal history background check

New Jersey residency required

**REPORTS TO;** Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Is responsible for the operation and supervision of the school media center, and its contents of books, reference materials, technological instructional equipment, furniture and inventory.
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 implements the Library Skills schedule as developed by the building principal.
4. Assists teachers in the selection of books, assists in theme units with 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, book lists, and equipment.

6. Informally instructs students in the use of various types of materials and equipment.
7. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relations to planned assignments.
8. Provide methodological assistance to help students identify, locate, and obtain resource materials and/or provide assistance in the appropriate use of investigative techniques.
9. Conducts in-service education for teachers in the effective evaluation, selection and use of media.
10. Presents and discusses materials with a class studying a particular topic at the request of the teacher.
11. Supervises any volunteer, aide, or clerical activities necessary for the effective operation of the Media Center.
12. Maintains professional library materials for teacher use.
13. Coordinates the use of media equipment, (excluding equipment under the auspices of technology coordinator)
14. Recommends, orders, receives select technology and the purchases of all library books, materials, audio-visual equipment, Smartboards, LCD projectors, library computer labs, VCR/DVDs, overhead bulbs:
  - a) Shipment accounting
  - b) Book processing
15. Conducts all policies and procedures for the book and materials loans, returns, and replacement costs.
16. Performs such other related duties as may be assigned by the building principal.

**TERMS OF EMPLOYMENT:** 10 Month continued employment

**EVALUATION:** Performance of this job will be evaluated in accordance with state law and the Provisions of Board policy and completed by the Principal.

Revised: Dec. 17, 2019

Employee Signature