

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## LIBRARIAN/MEDIA SPECIALIST

### QUALIFICATIONS:

- Valid New Jersey School Library/Media Specialist Certificate
- 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 communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

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 operation and supervision of the school media center.
2. Maintain a comprehensive and efficient system for cataloging all media center materials and instruct teacher and student on use of the system.
3. Coordinate library and technology media skills with classroom instruction.
4. Assist teachers in the selection of books and other instructional materials and make media center materials available to supplement the instructional program.
5. Evaluate, select, and requisition new media center materials and inform teachers and other staff of new acquisitions.
6. Provide a sequential program of library skills instruction.
7. Instruct students in the use of various types of materials and equipment.
8. Help students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
9. Conduct in-service education for teachers in the effective evaluation, selection and use of media.
10. Present and discuss materials with a class studying a particular topic at the request of the teacher.
11. Assist students and staff with the acquisition of technology applications and use.
12. Prepare and administer the Media Center budget.
13. Maintain professional library materials for teacher use.
14. Perform such other related duties as may be assigned by the Building Principal.

### TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

### EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

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STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 2/25/2008  
Revised: 6/17/2009  
1/29/2014  
2/9/2022