

EAST ORANGE SCHOOL DISTRICT

East Orange, New Jersey



SCHOOL LIBRARY MEDIA SPECIALIST

Position

REPORTS TO: SCHOOL PRINCIPAL or DESIGNEE

RESPONSIBILITIES:

Develop and coordinate educational media services and assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills.

DUTIES:

1. Responsible for the operation and supervision of the school media center
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on the use of the system
3. Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives
4. Evaluates, selects and requisitions new media center materials
5. Prepares and administers the media center budget
6. Supervises the clerical activities necessary for the effective operation of the media center
7. Supervises the work of the media aide
8. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology

9. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments
10. Presents and discusses materials with a class studying a particular topic at the request of the teacher
11. Collaborates with teachers to integrate information literacy competencies across the curricula
12. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program
13. Informs teachers and other staff of new acquisitions for the media center
14. Conducts in-service education for teachers in the effective evaluation, selection and use of media and maintains professional library materials for teacher use
15. 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
16. Maintains professional competence and continuous improvement through in-service education and other professional development activities
17. Performs such other related duties as may be assigned by the principal or designee

QUALIFICATIONS

1. Valid New Jersey Educational Services certificate with 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. Ability to maintain a positive learning environment
4. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

5. Required criminal history background check and eligibility to work in the United States
6. All applicants must meet NJ Residency requirements as per “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

APPLICATION PROCEDURE

Qualified applicants are invited to file applications and credentials via **APPLICANT PORTAL** at:

<https://eportal.eastorange.k12.nj.us/app/applicant/login.php>

SELECTION PROCEDURE

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview will be held to determine the personal qualifications and aptitude of applicants for the position as required
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in accordance with Board policies related to the appointment of professional personnel

TERM OF EMPLOYMENT

Ten-month work year

SALARY RANGE

Teachers' Salary Guide

Board Approval Date: December 10, 2013

11/26/13m