

MONMOUTH REGIONAL HIGH SCHOOL

TITLE LIBRARY MEDIA SPECIALIST

Reports to: Assistant Principal

Qualifications:

1. Valid New Jersey Instructional Certificate or Certificate of Eligibility for School Library Media Specialist.
2. Demonstrated knowledge of subject specialty and effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal, communication and technology skills,
5. Required criminal history background check and proof of US citizenship or legal resident alien status.
6. Maintain the physical and mental capability to meet the needs of the job.
7. Commitment to Monmouth Regional High School Board of Education policies and procedures.

Employment Terms:

Part time ten (10) month position. Additional time when requested by the Board of Education.

Job Functions and Responsibilities:

Administrative:

1. Develops policies to implement the school library media program
2. Interprets library media center policies in regulations of access and use
3. Prepares the budget
4. Administers the budget
5. Plans and evaluates the school library media program
6. Organizes public relations activities for the Media Center
7. Develops functional library media center arrangements
8. Cooperates with local libraries and library systems
9. Participates in recruiting, training and supervising support staff
10. Submits monthly reports to their immediate supervisor

Educational:

1. Provides students and faculty with media services and resources
 - a) Provides reference services to students and faculty
 - b) Directs reader's services through individual counseling, book talks, etc.
2. Creates an atmosphere conducive to learning
3. Builds a collection of print and non-print materials appropriate to the educational program and student needs
4. Provides materials for the professional growth of faculty

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- 5. Assumes an active leadership role in departmental, faculty curriculum, and special activities
- 6. Provides instruction in the use of media services and resources
- 7. Works closely with faculty to promote effective use of media services and resources
 - a. Assists faculty with project development
 - b. Assists faculty with professional improvement
- 8. Serves as resource consultant on curriculum to provide coordinated and cooperative program for students
- 9. Provides enrichment curriculum for students

Technical:

- 1. Establishes efficient acquisition procedures
- 2. Establishes efficient processing procedures
- 3. Provides an up to date collection of print and non-print materials
- 4. Keeps the collection in good condition
- 5. Compiles and maintains essential records and statistics of library medic center operations
- 6. Assures easy access to the collection
- 7. Resets passwords for students on the student network
- 8. Maintains the electronic card catalog

Professional:

- 1. Assumes a leadership role in professional organizations and activities
- 2. Serves as a consultant to library systems and professional organizations
- 3. Continues to acquire knowledge through in-service and academic courses
- 4. Maintains an effective relationship with students, staff and the community

Evaluation:

Performance of this job will be evaluated by the Assistant Principal at least one (1) time per year in accordance with Board Policy and negotiated agreements. Prior to tenure, evaluation will be three (3) times a year.

Approved

Date

First Reading Board of Education: November 17, 2015
Second Reading and Adoption: December 1, 2015