

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

LIBRARIAN/MEDIA SPECIALIST

QUALIFICATIONS:

1. Possesses Bachelor's Degree or Higher Degree
2. Holds valid New Jersey instructional or educational services certificate, certificate of eligibility with advanced standing (CEAS), or certificate of eligibility (CE), with necessary and appropriate endorsements for the specific position, (i.e., New Jersey Educational Services Certificate and School Library Media Specialist Endorsement) in accordance with state law and regulation.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee

JOB GOAL: To develop and coordinate school-level 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.

SCOPE OF RESPONSIBILITY:

1. Has demonstrated, successful experience in library media center organization, administration and management.
2. Demonstrates skills related to collection development, information technology, research methodology and library program designs for children and adolescents.
3. Possesses effective organization, problem-solving, human relations, and communication skills.

4. Instructional Leadership

- a. Is responsible for the operation and supervision of the school media center.
- b. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs administrators, teachers and students on use of the system.
- c. Works with district media specialists and Supervisor of Curriculum and Instruction in designing a sequential program of library and research skills instruction and submits it for Board approval in accordance with established district procedures.
- d. Implements the Board approved curriculum for library and research skills instruction and implements Board policy relevant to the functioning of the library media center.
- e. Articulates with teaching and administrative staff to coordinate/integrate library and research skills instruction with classroom instruction.
- f. Informally instructs students in the use of various types of materials and equipment, as well as in the use of the library media center.
- g. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
- h. Evaluates, selects and requisitions new media center materials and informs teachers and other staff of new acquisitions.
- i. Helps students to develop habits of independent reference work and skills in the use of reference material in relation to planned assignments.
- j. Prepares for the building principal and administers the media center budget in accordance with established timelines and guidelines.
- k. Supervises the clerical activities necessary for the effective operation of the media center.

5. Student Management

- a. Supervises all students in the media center during all times of their work and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
- b. Maintains necessary class lists, grades and other paperwork and provides information to classroom teacher and principal as requested.

6. Professional Development

- a. Participates in continuous study and research and attends relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
- b. Attends staff meetings as required.

7. School/Community Relations

- a. Conducts in service education for teachers in the effective evaluation, selection and use of media including, but not limited to, audio-visual equipment, reference materials and services, and technology available in the library media center.
- b. Maintains professional library materials for teacher use.
- c. Promotes awareness of the library media program by communication with the principal and other relevant audiences.
- d. 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.

8. Other Assigned Duties

Performs all other duties as assigned by the Superintendent and/or Principal

TERMS OF EMPLOYMENT: Ten-month work year. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: March 28, 2022