

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

LIBRARIAN/EDUCATIONAL MEDIA SPECIALIST

QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university.
2. New Jersey Teacher Certification
3. New Jersey Certification-Educational Media Specialist
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO:

Vice Principal/Supervisor, or other appropriate certified administrator as designated by the Superintendent.

JOB GOALS:

To 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.

PERFORMANCE RESPONSIBILITIES:

1. Selects, organizes, and supervises the execution, use, or conduct of printed, non-printed and on line resources and subscription materials appropriate to the curriculum and individual's needs.
2. Prepares annual budget request for funds.
3. Accounts for all media center materials.
4. Plans for effective utilization of physical facilities.
5. Develops short and long-range goals for the media center program.
6. Supervises the work of the media center staff.

7. Participates in the coordination of support library/media staff.
8. Communicates information regarding media programs and resources to the school community.
9. Provides reading, viewing, and research guidance for individuals and/or groups.
10. Assists and instructs students and faculty in the use of media center resources as required.
11. Works with teachers in planning instructional units and selecting appropriate materials.
12. Remains current and uses technology as appropriate.
13. Performs other duties within the scope of employment as assigned.

TERMS OF EMPLOYMENT:

Ten (10) month position

ANNUAL SALARY:

To be established by the Board of Education.

EVALUATION:

This position will be evaluated in accordance with Board of Education policies.

BOE APPROVED:

November 16, 2016