

JOB DESCRIPTION

JOB TITLE: MEDIA SPECIALIST/LIBRARIAN

MPS POSITIONS (PC#): N/A

GENERAL DESCRIPTION:

The school media specialist/librarian is responsible for the instructional program and administration of the central library in the school or schools to which he/she is assigned.

QUALIFICATIONS: NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.

- As determined by NJ certification requirements.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES: NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

1. Encourages students to maintain standards of behavior needed to achieve a functional learning atmosphere in the library.
2. Recommends the selection and requisition of books, supplies, and instructional aids within the limits of the budget provided by the district.
3. Manages the processing, shelving, accession, circulation, supervision, and record keeping of the collection of materials in the library.
4. Develops lesson plans, objectives, and instructional material to extend the teaching of research skills, use of books and libraries in accordance with the curriculum adopted by the Board of Education.
5. Assists the classroom teacher by providing supplementary materials or lessons and informs staff about new materials as they are made available.
6. Strives to maintain and improve professional competence.
7. Acquaints students with services of public libraries in the area.
8. Develops schedule for classes to visit the library with the principal, where applicable.
9. Maintains cooperative staff relationship.
10. Strong background of current technology to include word processing, electronic library and internet.

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Education Association and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Education Association.

APPROVED BY:

DATE: 12/21/2009

SS 1/13/10
AB 1/19/10

JK 1/22/10