

# Library Media Specialist

Branchburg Township School District

Branchburg, New Jersey

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- I. **Title:** Library Media Specialist
- II. **Qualifications:**
  - A master's degree from a program accredited by the American Library Association
  - NJ state School Library Media Specialist certification
- III. **Reports To:** Building Principal
- IV. **Supervises:** Students and, when assigned, student teachers and classroom aides.
- V. **Job Goal:** To provide the leadership and expertise required to ensure that the library media program is aligned with the mission, goals, and objectives of the school and is an integral component of the school's instructional program.
- VI. **Performance Responsibilities:**
  - A. Major Roles of Library Media Specialist:
    - Collaborative Role: Includes active consultation with teachers as they plan instruction to ensure the incorporation of appropriate library, media and technology materials into daily teaching and to recommend the inclusion of library, media and technology skills in classroom units
    - Instructional Role: Includes both formal instruction in library media and technology skills as well as informal assistance to students and staff in locating and using library media materials and technology
    - Administrative Role: Includes the daily management of library media center routines as well as the evaluation and selection of library media materials, ordering, circulation and the management of instructional equipment.
    - Technology Role: Includes participating in the formation and delivery of technology plans along with finding and teaching about new technology.
  - B. Learning and Training:
    - Develop a thorough knowledge of subject area and grade level curricula; promote competency in information literacy across the curriculum.
    - Participate on technology committees.
    - Collaborate with teachers and staff to develop curricular content that integrates library media and technology skills.

- Build and maintain expertise in a wide range of resources and technology, and in the assessing of those materials.
- Collaborate with teachers, administrators and others to ensure that the full range of information resources is available to promote student learning.
- Evaluate, acquire, and promote resources to meet the learning needs of all students.
- Model the effective and enthusiastic use of books, video, multimedia and other creative expressions of information and sources of pleasure and information.
- Work collaboratively and individually to design, develop, and implement programs that encourage reading for enjoyment and for information.
- Maintain a collection that is diverse in format and content to support the learning needs of students.
- Guide and assist students and staff in the use of new media and technologies.
- Model and promote effective uses of technology for learning and teaching.

C. Information Access and Delivery:

- Participate in ongoing professional development activities.
- Select the most advanced resources and equipment, both traditional and electronic that are appropriate for accessing and producing information related to students' learning needs.
- Coordinate the acquisition and circulation of library media materials.
- Organize materials, resources and space to support learning.
- Work collaboratively with the learning community to develop and implement procedures and practices that make resources, facilities, and professional assistance available at the time of learning.
- Maintain current and comprehensive knowledge of the curriculum, of students' needs, and of instructional and informational resources in the full range of formats and topic areas.
- Attend grade level and content based PLC meetings.
- Develop and direct a continuous collection development and evaluation process.
- Model openness to the ideas that are characteristics of a democratic society.
- Maintain an in-depth understanding of current legislation and regulations regarding access, copyright, and other legal issues that affect the library media program.
- Demonstrate a commitment to the principles of the library profession regarding intellectual freedom, confidentiality, and other intellectual property concerns.
- Model ethical and responsible use of information and technology.

D. Program Administration:

- Use appropriate administrative channels to ensure that the library media program is understood as essential to the school's instructional program.
- Continuously update personal competencies in learning and teaching, information access and delivery, technology utilization, and other areas to fulfill requirements of a professional position.
- Be active in local, state and national professional organizations and in other professional activities to remain current with recent trends and to contribute to the profession.
- Communicate regularly with the principal and other appropriate administrators about program plans, activities, and accomplishments
- Remain current on all issues, methods and tools for assessing library media programs.
- Schedule regular, systematic data collection; make decisions based on data analysis to develop plans for the continuous improvement of the program.
- Work with staff to determine the school's information and instructional needs.
- Maintain a current and in-depth knowledge of the research and best practices in all aspects of the field.
- Offer and promote ongoing staff development related to the integration of information technology and the use of information literacy.

**VII. Terms of Employment:**

- Work year and salary to be determined by the Board consistent with the terms of any applicable negotiations agreement.

**VIII. Evaluation:**

- In accordance with state regulations, Board of Education policy, agreement between Board of Education and the Branchburg Township Education Association

**Board of Education Approved:** December 17, 2015

**Revised:** November 5, 2020