

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** School Media Specialist (K-12)
- REPORTS TO:** Coordinator of Media Services
- QUALIFICATIONS:** School Library Media Specialist Certification  
Required criminal background check and proof of US citizenship or legal resident alien status
- SUPERVISES:** School Media Secretary, Volunteers, Student Assistants

**JOB GOAL:** The school library media specialist uses his/her expertise in collaboration, leadership and technology to administer a student-centered learning environment as the hub of the school. The school library media specialist plays roles of teacher, instructional partner, information specialist and program administrator. He/she must develop the print and electronic collection to support the curriculum. The library media specialist collaborates with faculty to weave literature exploration, information literacy skills, critical thinking, synthesis of a variety of perspectives, and ethical behavior into lessons for classes and service to individual readers. Students need experience in evaluating and using information to solve real-world problems. The library media center allows faculty and students to be consumers and producers of information, for academic purposes and personal curiosity.

*Information Power: Building Partnerships for Learning, ALA, 1998.*

## **PERFORMANCE RESPONSIBILITIES**

### **A. Instructional**

1. Instructs students in groups on orientation to new systems, location of materials, development of critical thinking in searching and evaluating results, and the use of equipment and software for presentation.
2. Supports classroom teachers in their designs for student research, blending media proficiencies with competencies, content knowledge, and presentations/products in the academic subjects.
3. Answers inquiries and assists individual students and teachers in their need for literature or information.
4. Maintains a focus on the quality and ethical use of information within the media center walls and beyond
5. Contributes to inservice programs for teachers.

**B. Administrative**

1. Participates in the development and implementation of policies and procedures for acquisition, circulation, and management of the library media center.
2. Applies expertise in building the collection of materials and equipment to knowledge of the curriculum.
3. Collaborates with other professional media specialists at the secondary level.
4. Organizes the physical facilities.
5. Supervises support staff assigned to the library media center.
6. Participates in appropriate flow of communication with students, faculty, administration, and community about the goals and services of the library media center.

Adopted: 1/85  
Approved: 5/12/09  
Revised: 9/24/09

JD/Media Services