



WALL TOWNSHIP PUBLIC SCHOOLS

Title: School Library Media Specialist

Qualifications:

1. Possession of a valid New Jersey Educational Certificate with a School Library Media Specialist Endorsement
2. Minimum experience as determined by the Board of Education
3. Demonstrated competencies related to collectional development, information technology, research tools and methodologies, and library programming for children and adolescents.
4. Effective problem-solving, human relations, and communications skills.

Reports to:

Building Principal/Appropriate Administrators

Job Goal:

To provide intellectual and physical access to information for students and staff. To provide learning experiences that encourage users to become discriminating consumers and skilled creators of information. To provide leadership, instruction, and consulting assistance in the use of instructional and information technology to the school community. To develop and coordinate educational library media services and assist teachers, students, and staff in the effective use of the media center and information technology as learning resources to support the school's curriculum, develop digital and information literacy skills, and empower effective and ethical users and producers of information.

Performance Responsibilities:

1. Oversees the daily operation and supervision of the school library media center to ensure building and district vision, mission and goals.
2. Establishes yearly and long-term goals for the library media program aligned with the district's mission, goals, and objectives, using ongoing assessments to insure program efficacy.
3. Administers the library media program and budget, developing policies and procedures to assure efficient and equitable access and delivery of services to meet student, teacher and staff needs in alignment with district, state and national standards.
4. Evaluates, selects, purchases, processes, and organizes materials to assure a current and balanced collection representing diverse points of view and supporting building curricular needs.
5. Maintains and refines print and online collections for accuracy, currency, condition, and quality.
6. Maintains a current library media center web site, online catalog, and automated circulation system that provides access to the collection and curricular support via information literacy resources.

7. Collaborates and co-teaches with classroom educators and specialists to establish learning objectives and assessment strategies to develop individual and group inquiry-based and design-thinking learning experiences across the curriculum.
8. Participates in cross-content curriculum writing and implementation committees.
9. Assists instructional staff in the selection, evaluation, and use of resources, in a variety of formats and ensures availability of resources to supplement and enhance instructional programming.
10. Empowers all members of the learning community to become critical thinkers, enthusiastic readers, skillful researchers, curators, and ethical users of information within a global learning community.
11. Provides group and individual instruction that addresses multiple literacies, including information, media, digital, visual, and technological literacy.
12. Enables learners to seek knowledge, create new knowledge, and make real-world connections for lifelong learning.
13. Encourages learners' exploration and innovation at all levels in all curricular areas and in areas of personal interest through instruction and collection development.
14. Promotes reading as a foundational skill for learning, personal growth, and enjoyment
15. Models inquiry-based and collaborative approach to design thinking, learning and the information search process.
16. Evaluates, introduces, and inspires the use of emerging technologies as tools to supplement school resources for the learning community.
17. Continuously engages in professional learning to support program improvement.
18. Fosters a culture of collaboration and innovation to empower teachers and learners.
19. Additional responsibilities as per building and district administration.

Terms of Employment:

Ten-month position; Salary as per WTEA contract

Evaluation:

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Approved: March 22, 2022