Caldwell – West Caldwell Public Schools
Job Description

Title: <u>**Media Specialist**</u>

QUALIFICATIONS:

1. New Jersey Certification as Media Specialist

REPORTS TO: Principal

RESPONSIBILITIES:

A. **Information Literacy**

1. Make information resources available to all students and teachers through a systematically developed collection within the school and through access to resources outside the school
2. Provide access to the library collection through management of an accurate and efficient organization and retrieval system
3. Inform teachers, students, and administrators of new materials, equipment, and services that meet their informational needs
4. Create an environment that fosters the love of reading among K-12 students
5. Recommend student-level literature to teachers and collaborate with teachers in adding to the district's literature and reading collections
6. Prepare and administer the library budget
7. In collaboration with the building principal, supervise library assistants and volunteers in the performance of their duties

B. **Instruction**

1. Incorporate information skills into the classroom curriculum and collaborate with teachers in developing resources and inquiry-based units and activities

2. Participate in district professional development initiatives and processes
3. Teach classes appropriate to media and technology to K-12 students
4. Provide resource assistance to teachers and other staff members based on best practice for integrating technology to teaching and learning

C.   Educational Technology

1. Incorporate information skills into the classroom curriculum and collaborate with teachers in developing resources and inquiry-based units and activities
2. Serve as educational technology integration specialist working with administrators to provide integration of new technologies into the K-12 curriculum
3. Provide leadership in educational technology and information literacy skills instruction embedded in the curriculum
4. Serve as a resource in assisting staff in the management, access, evaluation, and organization of web-based information and tools
5. Implement the technology curriculum plan to help students develop attributes that demonstrate responsible use of information and technology
6. Extend the library beyond its four walls to connect with the school community through online tools such as a library website
7. Connect the school community to global experts, resources, and other individuals to promote rich learning experiences and an excitement for learning