

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Instruction/Curriculum

TITLE: SCHOOL LIBRARIAN / MEDIA SPECIALIST

QUALIFICATIONS:

1. Hold a New Jersey School Librarian or Educational Media Specialist Certificate and other appropriate endorsement(s) (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents
4. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Demonstrated knowledge of content field and describe ways in which the content can be organized into lessons for students.
6. Demonstrated knowledge of subject specialty and effective teaching methods
7. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Ability to maintain a positive learning environment
9. Strong interpersonal and communication skills
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
11. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
12. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Principal and/or Designated Administrator

JOB GOAL:

To develop and coordinate educational media services and assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills. Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each child the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards, following the approved curricula and directives of the school. In addition, teachers will strive to meet the highly effective criteria for the preparation of lesson plans, the use of data to drive instruction, the delivering of quality instruction, addressing the needs of diverse learners through differentiation, classroom environment, leadership, and professionalism. Achieving

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academic excellence requires that the teacher work collaboratively with other members of the school staff and with parents of each child.

PERFORMANCE RESPONSIBILITIES:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Plan and implement sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.
4. Is responsible for the operation and supervision of the school media center.
5. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
6. Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives.
7. Evaluates, selects and requisitions new media center materials.
8. Prepares and administers the media center budget.
9. Supervises the clerical activities necessary for the effective operation of the media center.
10. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
11. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
12. Collaborates with teachers to integrate information literacy competencies across the curricula.
13. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
14. Informs teachers and other staff of new acquisitions for the media center.
15. Conducts in-service education for teachers in the effective evaluation, selection and use of media and maintains professional library materials for teacher use.
16. In those areas in which a teacher specialist takes the primary responsibility for the content and skills of the Standard, the teacher will coordinate classroom instruction with the teacher specialist in order to reinforce learning and student achievement.
17. Plan and implement instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
 - a. Develop career planning and workplace readiness skills;
 - b. Use technology, information, and other tools;
 - c. Use critical thinking, decision-making, and problem solving skills;
 - d. Demonstrate self management skills; and
 - e. Apply safety standards.
18. Engage the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
19. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Maintain a classroom environment that supports learning and encourages student growth. Organize and supervise approved field trips to enhance classroom learning.

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20. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
21. Submit highly effective lesson plans that are reflective of quality instruction, in the approved format to the Principal or Supervisor as required and requested.
22. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
23. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
24. Establish a professional rapport with students that earns their respect.
25. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
26. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
27. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
28. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Maintain records and provide evidence of growth and progress to parents and to students.
29. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
30. Assist with extracurricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extracurricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
31. Attend student events to demonstrate genuine interest in the life of the students.
32. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
33. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
34. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
35. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
36. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
37. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
38. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
39. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
40. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through

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reading of professional journals, participation in professional development, and involvement in professional organizations.

41. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
42. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
43. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
44. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
45. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
46. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the PEA Contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville BOE

Date: October 13, 2015

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:27-10</u>	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly: <u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly: <u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-12.14</u>	School library media specialist
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly: <u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.