

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

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**TITLE:** LIBRARY/MEDIA SPECIALIST

**REPORTS TO:** Building Principal

**QUALIFICATIONS:** As set by State certification, Federal requirements and Board of Education policies

**JOB GOAL:** To teach students the skills needed to take full advantage of library resources, to assist them with research, and to provide a full array of educational materials appropriate to their abilities, interests, and levels of maturity.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches students the skills necessary to make full use of the library
2. Evaluates, selects, and requisitions new library materials
3. Assists teachers in the selection of books and other instructional materials
4. Informs teachers in the selection of books and other instructional materials
5. Informs teachers and other staff members concerning new materials that the library acquires
6. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on the use of the system
7. Works with teachers in planning those assignments likely to lead to extended use of library materials
8. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher
9. Participates at curriculum meetings
10. Prepares and administers the library budget
11. Evaluates the library program
12. Responsible for motivating children to read through the use of book talks, story-telling, puppet shows, displays, etc.
13. Responsible for keeping up to date with current events and other local happenings
14. Responsible for keeping up to date with new books and other media through professional journals and book evaluation meetings
15. Conducts in-service workshops as needed
16. Performs other duties as delegated by the building Principal

**TERMS OF EMPLOYMENT:** As set forth in the collective bargaining agreement between the Board and the WBEA.

**EVALUATION:** Annual in accordance with Board policy

**APPROVED:** March 13, 2019