

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION INFORMATION LITERACY SPECIALIST

REPORTS TO: Principal

POSITION: Information Literacy Specialist

QUALIFICATIONS:

1. New Jersey Media Specialist Certification or eligibility or relevant experience.
2. ELA/Math/Science certification, preferred.
3. Master's Degree in Library Science preferred.
2. Minimum of five (5) years classroom teaching experience.
3. Graduation from an accredited 4 year college or university, required.
4. Masters degree in education preferred.
5. Proven experience for grade span being assigned (i.e. K-5, 6-8, 9-12).
6. Proven high degree of organizational and problem solving skills; ability to analyze data.
7. Ability to provide assistance to instruction via the internet and technology teaching tools.
8. Demonstrated competence to use various forms of data on a school and teacher based level to inform, adjust and provide instruction.
9. Understanding of curriculum in order to work with teachers and leaders to develop strong instructional practices.

RESPONSIBILITIES:

1. Operates and supervises the media center, as assigned.
2. Evaluates, selects, and requisitions new media center resources.
3. Assists teachers in the selection of resources and other instructional materials, and makes media center materials available to supplement instructional programs.
4. Informs teachers and other staff members concerning new resources the media center acquires.
5. Maintains a comprehensive and efficient system of the information literacy/media center
6. Works with teachers in planning assignments that are likely to lead to extended use of resources from the media center.
7. Promotes appropriate conduct of students using media center facilities.
8. Assists students to develop habits of independent reference work and to develop skills in the use of resources from the media center.
9. Assists and supports students and teachers in their research process and how information is created and produced.
10. Assists and supports students in developing critical thinking skills and using information resources by selecting and promoting resources available from the media center.
11. Assists and supports students and teachers in research methodologies, including the difference between primary and secondary sources.

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- 12. Assists and supports students in determining the difference between facts, point of vies, and opinions.
- 13. Assists and supports students and teachers in accessing peer-reviewed print and digital library resources.
- 14. Assists and supports students in determining the economic, legal, and social issues surrounding the use of information.
- 15. Assists and supports students in identifying the ethical production of information.
- 16. Promotes the effective implementation of a quality, standards-based information literacy curriculum.
- 17. Accesses classrooms, as agreed upon by the classroom teacher, during designated time to provide support to students and teachers.
- 18. Promotes effective implementation of School Improvement Plan strategies.
- 19. Works closely with teachers to implement high-quality practices to improve information literacy instruction.
- 20. Attends and gives updates at grade level/department meetings based, as necessary.

**TERM OF
EMPLOYMENT:**

Ten (10) Months

BARGAINING UNIT:

TEA

SALARY:

In accordance with the TEA contract

STATUS:

Hourly___ Salaried X
Exempt___ Non-Exempt X

EVALUATION:

Performance of the position will be in accordance with the Board’s policies and procedures on evaluation.

BOARD APPROVAL:

May 22, 2023