



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: HIGH SCHOOL LIBRARIAN AND DISTRICT INNOVATION COACH

QUALIFICATIONS:

1. Valid New Jersey School Librarian, or Certificate of Eligibility
2. MA in Learning Technologies and ISTE and SLMS certifications preferred
3. Knowledge of how to integrate National School Librarian Standards (NSLS), Future Ready Skills, and ISTE Standards, across the curriculum
4. Demonstrated leadership in school improvement, program development, implementation and evaluation, and curriculum integration and application of technology across the curriculum
5. Ability to plan, organize, administer and/or facilitate a regional professional development program
6. Skilled in performing strategic planning and managing complex projects
7. Skilled in facilitating meetings as well as giving public presentations to a wide variety of stakeholders
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Chief Academic Officer

TEACHES: Research, Information, Computer Science, and Digital Literacy Integration

JOB GOALS: To provide visionary leadership in the development and implementation and evaluation of district curriculum and instruction.

PERFORMANCE RESPONSIBILITIES:

1. Envision and articulate the instruction and leadership role of the SLMS in an evolving digital world
2. Support district efforts to integrate Future Ready Skills, SLMS, and ISTE Standards.
3. Facilitates learning: collaborate with administration to formulate a philosophy and objectives for developing and implementing a K-12 articulated curriculum, including co-creating a schedule for class push-ins and consultations with teachers to design collaborative, job-embedded, standards-based professional learning and conducting workshops during PD sessions, creating modes of communication to reach teachers with new ideas and opportunities, such as through newsletters, emails, a district repository, edcamp PD, and faculty meeting support.
4. Schedule and manage school wide use of a busy library with instruction on the use of databases, use of library, and information retrieval in collaboration with teachers.



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5. Continue the development of an evolving print and digital collection
6. Identify library resource use metrics periodical reporting
7. Direct library aides in the day to day operations of the library
8. Read professionally and stay current on professional trends by being active in relevant associations
9. Collaborate with the LPDC to establish a district culture of trust, so that coaching is viewed in a positive light by teachers and a vehicle to assist teachers in improving their practice.
10. Coordinates with district librarians and the LPDC to continually review and revise district curriculum to create hybrid alternatives and ensure synergy to affect horizontal and vertical continuity of the learning program
11. Assist in the development professional development plan, and technology plan.
12. Assist in the development and coordination of the sections of the respective budget(s) that pertain to learning technologies.
13. Act as liaison between the technology and teacher leadership teams. As a member of the LPDC and technology committee, studies, evaluates and, as appropriate, recommends the adoption of new instructional materials, methods, programs, technological platforms/devices, and strategies.
14. Secures and makes available to the appropriate and respective staff(s) samples of various learning strategies, materials, tech tools, guides, and on-line electronic and virtual resources.
15. Keeps abreast of and interprets to the appropriate and respective staff(s) current research in the area of learning technology, teaching and learning.
16. Work with teachers to determine their current level of knowledge around Future Ready Skills and ISTE standards and how these can be integrated into the teaching and learning process. Scaffold their learning to allow for eventual release and incorporate lesson study practices to evaluate learning activities.
17. Prepare and present Parent Workshops on Future Ready and ISTE integration
18. Performs other duties as may be assigned by the Haddonfield School District's Superintendent

TERMS OF

EMPLOYMENT: 10-month position and 5 summer days

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the Haddonfield Board of Education's policy on evaluation of certified personnel.

Board Approval: March 26, 2020