**Job Description**

**TITLE:** Student Academic, Research & Intervention Coordinator

**REPORTS TO:** Superintendent of Schools & Building Principal

**QUALIFICATIONS:**

* High School graduate/ college graduate (preferred)
* Excellent clerical and organizational skills
* Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
* Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure.
* Required criminal history check and proof of U.S. citizenship or resident alien status.

**JOB GOAL:** To provide academic assistance to students of our middle school by overseeing the day to day operation of the library, research databases, maintaining inventory and providing direct instruction to students on academic research methods and practices.

**PERFORMANCE RESPONSIBILITIES:**

* Operate daily Walter T. Bergen School Library routines and procedures under the direct supervision of the building principal.
* Provide intervention instruction to assist teachers, specialists, and administrators in the selection of appropriate books, periodicals, and other resource materials.
* Maintain and update inventories of technology and other records to ensure that the media collection is readily available for staff and student use.
* Develop budget requests and purchase orders for acquisition of books, periodicals, library circulation supplies and audio-visual equipment.
* Provides direct instruction to students regarding appropriate materials, internet safety, how to conduct educational research and oversees intervention work taking place in the library setting.
* Carry out routine responsibilities connected with the circulation of all library materials.
* Catalogue all books and materials into the automated system and prepare barcodes for those materials.

* Inform staff of specific teaching resources that are available in the library, i.e., videos, classroom book sets and all other reference materials.
* Maintain a vertical file in support of teaching staff and students.
* Make minor repairs of books and other materials.
* Conduct annual inventory of library materials and audio-visual equipment.
* Identify obsolete material and equipment for disposition.
* Arrange and coordinate the annual book fair for middle school students.
* Assist classroom teachers in research projects.
* Contact outside sources in support of district staff and students (i.e., Bloomingdale and Butler Libraries, vendors***,*** etc.)
* Perform other such duties which, from time to time, are assigned by the Business Administrator.

Terms of Employment: This position is established at an hourly rate of 5.9 hours per day, 12 months.

Approved: 6/29/2021

Revised:

*NOTE: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with this position. This Job Description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The School District may add to, modify, or delete any aspect of this job (or position itself) at any time as it deems necessary and/or advisable.*