

Sharon Tassely Mistretta
Information Media Specialist

July 28, 2012

Table of Contents

Introduction:	3
Standard 1: Use of Information and Ideas	3
⌚ Efficient and Ethical Information-Seeking Behavior:	3
○ Information Seeking Accomplishments:.....	3
○ Information Seeking Suggestions:.....	4
⌚ Literacy and Reading:	4
○ Literacy and Reading Accomplishments:	4
○ Literacy and Reading Suggestions:.....	4
⌚ Access to Information:	4
○ Access to Information Accomplishments:.....	4
⌚ Stimulating Learning Environments:	5
○ Stimulating Learning Environment Accomplishments:.....	5
○ Stimulating Learning Environment Suggestions:	6
Standard 2: Teaching and Learning	6
⌚ Knowledge of Learners and Learning:	6
○ Knowledge of Learners and Learning Accomplishments:.....	6
○ Knowledge of Learners and Learning Suggestions:.....	6
⌚ Effective and Knowledgeable Teacher:	7
○ Effective and Knowledgeable Teacher Accomplishments:	7
○ Effective and Knowledgeable Teacher Suggestions:	7
Standard 3: Collaboration and Leadership	7
⌚ Connection with the Library Community:	7
○ Connection with the Library Community Accomplishments:	7
○ Connection with the Library Community Suggestions:.....	8
⌚ Instructional Partner:	8
○ Instructional Partner Accomplishments:	8
○ Instructional Partner Suggestions:.....	8
Standard 4: Program Administration	9
⌚ Managing Information Resources: Selecting, Organizing, Using:	9
○ Managing Information Resources Accomplishments:	9
○ Managing Information Resources Suggestions:	9
⌚ Managing Program Resources: Human, Financial, Physical:	9
○ Managing Program Resources Accomplishments:	9
○ Managing Program Resources Suggestions:	10
⌚ Comprehensive and Collaborative Strategic Planning and Assessment:	10
○ Strategic Planning and Assessment Accomplishments:.....	10
○ Strategic Planning and Assessment Suggestions:	10
Additional Responsibilities:	10

Introduction:

The genesis of the New Media Center at Saint Joseph Regional High School in 2011 necessitates the review of the Information Media Specialist (IMS) at the conclusion of the school year in 2012. Since this is a new position at SJR, I (STM) have created this document to outline the American Library Association's standard components of the Media Specialist's job description. The categories have been taken from the American Library Association's publication entitled, *ALA/AASL For Initial Programs for School Library Media Specialist Preparation*. The following four standards have been established as integral to a Specialist's Target areas of performance. I have included a brief list of my accomplishments during the past school year under each category and suggestions for future initiatives.

Standard 1: Use of Information and Ideas

Efficient and Ethical Information-Seeking Behavior:

ALA Directive: IMS advocates for and demonstrate effective use of current and relevant information processes and resources, including emerging technologies. IMS models a variety of effective strategies to locate, evaluate and use information in a variety of formats for diverse purposes. IMS plans reference services, using traditional and electronic services that are comprehensive and address the needs of all users. IMS models and teach legal and ethical practices.

○ Information Seeking Accomplishments:

- Established subscriptions and developed the New Media Center webpage on the SJR website that provides access to online databases eLibrary, eBrary, Visual Thesaurus, Replica Edition of the New York Times, Global Collections of worldwide libraries, Primary Sources Collection, Access to Online SJR Textbooks, Project Gutenberg Online text and eBooks.
- Created Vietnam Sources Wiki and Icons of Advertising Voice Thread for use by Senior English Classes and Business Courses.
- Fostered correct use of MLA formatting with classes in the Media Center utilizing the "citation view" of our online databases and online citation generators.

○ **Information Seeking Suggestions:**

- Review eBrary as a viable source for online books as compared to databases such as Overdrive that would provide a traditional download and loan of eBooks for student research.
- Continue to collaborate with faculty to build a library of online wikis and Voice Threads to support curriculum.

 **Literacy and Reading:**

ALA Directive: IMS is knowledgeable about historical and contemporary trends and multicultural issues in reading material for children and young adults. IMS analyzes and applies research in literacy and reading in order to select and recommend diverse materials in formats and at levels that facilitate the reading process and the development of fluency in readers. They collaborate with teachers to integrate literature into curriculum. IMS instills a sense of enjoyment in reading in others that leads to lifelong reading habits.

○ **Literacy and Reading Accomplishments:**

- Sought out and organized required reading lists of freshman through senior English classes.
- At the time of this writing, an ongoing analysis is being done to determine cost of acquiring books in the New Media Center in both paper and eBook format to be made available to students throughout the upcoming school year.
- Assisted in the acquisition of eReaders and eBooks for the Green Knights of the Round Table Nook Program.

○ **Literacy and Reading Suggestions:**

Establish a "Guys Read" program in the New Media Center by acquiring a collection of current fiction and non-fiction to encourage our students to read outside of our curriculum requirements.

 **Access to Information:**

ALA Directive: IMS analyzes and implements library media program scheduling options for different needs by developing flexible and open access for the library media center and its services. IMS plans strategically to ensure physical and intellectual access to information for the entire school community. IMS identifies means of providing remote access to information. IMS models and promotes the tenets of privacy, confidentiality, intellectual property, and intellectual freedom.

○ **Access to Information Accomplishments:**

- Physically set up all computer devices and "bound" each of the 35 computer and two wireless printers to the existing SJR network.

- Created a presentation device by attaching the wide screen TV installed in the New Media Center with a wire acquired at Radio Shack. This presentation device is used for research seminars with classes being booked by faculty in the New Media Center.
 - Provided consistent coverage of the New Media Center to remain open from 7:30 am to 3:30 pm every school day.
 - Encouragement and assistance has been provided to all students in technical and research categories. Strategies have been fostered to teach the students how to save research and projects through the use of My List and Google Docs features provided at SJR.
 - Created and maintained an online calendar to book faculty and classes efficiently in the New Media Center.
 - Maintained a physical pass system for Study Hall for juniors and seniors and supervised Virtual High School and Learning Center Students.
 - Linked all databases to SJR website.
 - Created and shared passwords with students via organizational labels provided to each student and faculty.
- **Access to information Suggestions:**
Create online booking system for new Writing Lab in the New Media Center. Discuss physical pass system with Assistant Principal in charge of Discipline to create a procedure whereby Lunch Supervisory staff can provide passes to allow students to travel to the New Media Center during lunch to work on projects and homework.

Stimulating Learning Environments:

ALA Directive: IMS demonstrates collaborative techniques as they create and maintain an attractive, positive educational climate in a technology-rich, library media center. IMS uses research-based data, including action research, to analyze and improve services.

○ **Stimulating Learning Environment Accomplishments:**

Created an automated sign in procedure using Google Docs to keep track of students utilizing the Media Center before school, during Study Hall and after school. Over 14,000 entries representing students utilizing the Media Center before school, during study hall or after school were recorded in the Media Center Sign In spreadsheet. The Media Center Faculty bookings were kept on a separate calendar posted on the SJR website. Faculty bookings began on 10/14/11. Approximately 300 classes booked the media center from 10/14/11 through 6/6/12.

Month	Classes Booking Media Center
October, 2011 beginning 10/14	17
November, 2011	62
December, 2011	31
January, 2012	37
February, 2012	45
March, 2012	35
April, 2012	23
May, 2012	38
June, 2012	10
Total	298

○ **Stimulating Learning Environment Suggestions:**

To increase the use of the Media Center by the faculty, a directive should be considered by the administration to set a minimum quota of Media Center bookings by each faculty member. If the first floor computer room is being utilized for research, then the faculty should include the IMS in the research process since most students default to Wikipedia for the "quick answer" when not directed to use our databases, subject wikis or Voice Threads.

Standard 2: Teaching and Learning

 **Knowledge of Learners and Learning:**

ALA Directive: IMS ensures that the library media curriculum is documented as significant to the overall academic success of all students.

○ **Knowledge of Learners and Learning Accomplishments:**

- Implemented Turn It In to facilitate the research and MLA formatting accomplishments at SJR.
- Worked with the math department to implement Geometers Sketchpad for the pre-calc and calculus classes.
- Worked with the science department to implement Virtual Chemistry Lab software on the network.

○ **Knowledge of Learners and Learning Suggestions:**

IMS should be included in department meetings in order to recommend and facilitate new Media Center programs. Department meetings should be encouraged on a quarterly basis. The Research Paper process remains undefined and needs to be revamped with the Turn It In accomplishments.

Effective and Knowledgeable Teacher:

ALA Directive: IMS can document and communicate the impact of collaborative instruction on student achievement. IMS develops a regular communication procedure between home and school.

- **Effective and Knowledgeable Teacher Accomplishments:**
 - Attempted collaborative instruction with faculty members.
 - Contributed to Knight Lines to report on Media Center activities.
- **Effective and Knowledgeable Teacher Suggestions:**
Collaborative instruction should be fostered by the administration. I am open to suggestions concerning regular communications home from the Media Center.

Information Literacy Curriculum:

ALA Directive: IMS works to ensure that responsibility for an integrated information literacy curriculum is shared across curricular areas throughout the school. IMS advocates for the information skills curriculum in order to assure appropriate learning experiences for all students, and to address the academic needs of the school community.

- **Information Literacy Curriculum Accomplishments:**

Suggested making the Media Center research process as part of the curriculum as a required seminar.
- **Information Literacy Curriculum Suggestions:**
The Media Center research process should be included as a seminar for grades 9 to 12.

Standard 3: Collaboration and Leadership

Connection with the Library Community:

ALA Directive: IMS employs strategies to ensure connections between the school community and the larger library world of public, academic, special libraries, and information centers. IMS participate in professional associations.

- **Connection with the Library Community Accomplishments:**
 - Provided a section of the New Media Center webpage dedicated to Global Collections.
 - Member of the American Library Association (ALA)
 - Member of the International Society for Technology in Education (ISTE)

- Member of the Modern Language Association (MLA).
- **Connection with the Library Community Suggestions:**
Implement iMessage database to supplement the study of the Holocaust.

Instructional Partner:

ALA Directive: IMS anticipates providing leadership to school and district committees. IMS shares expertise in the design of appropriate instruction and assessment activities with other professional colleagues.

- **Instructional Partner Accomplishments:**
 - Provided alternative assessments to teachers by implementing Voice Thread podcasts for English and French classes.
 - Provided alternative assessments to teachers by implementing Make Beliefs Comix for Spanish classes.
 - Implemented Virtual Stock Market portfolios with Economics and Marketing classes using Google Docs.
 - Theology and English assignments are shared with faculty using Google Docs.
- **Instructional Partner Suggestions:**
Administration should identify and promote STM as an instructional partner to faculty.

Educational Leader:

ALA Directive: IMS develops a library media program that reflects the best practices of education and librarianship. They have a thorough understanding of current trends and issues in education. IMS writes a plan for professional growth that justifies professional choices. IMS engages in school improvement activities by partnering with administrators to help teachers learn and practice new ways of teaching. IMS shares information, apply research results, and engage in action research.

- **Educational Leader Accomplishments:**
 - Created document that was distributed to the faculty outlining Media Center features.
 - Conducted orientation program for faculty in the beginning of the school year.
 - Fostered the use of current trends of podcasting and use of wikis as group presentation platforms.
 - Instructed students in the editing of wiki web pages.
 - Participated in the overall technology plan of SJR to upgrade the network and classroom computers to a level that will run programs being initiated and fostered in the Media Center.

- **Educational Leader Suggestions:**
STM should work with Director of Technology to develop the SJR technology plan for through the next five years.

Standard 4: Program Administration

Managing Information Resources: Selecting, Organizing, Using:

ALA Directive: IMS utilizes collection analysis and evaluation research and techniques to ensure a balanced collection, which reflects diversity of format and content, reflecting our multicultural society. IMS designs plans for collection development and analysis and policies that ensure flexible and equitable access to facilities and resources. IMS develops procedures to analyze the effectiveness of library media policies, procedures, and operations. IMS ensures that polices and procedures are in place to support intellectual freedom and the privacy of users of all ages.

- **Managing Information Resources Accomplishments:**
 - Located former collection of SJR library.
 - Acquired Resource Mate software and supplies to accession and label books and magazines.
 - Acquired twenty-five Nooks and two books have been downloaded to facilitate the Green Knights of the Round Table program.
 - An online calendar has been established for faculty bookings of classes in the Media Center.
- **Managing Information Resources Suggestions:**
Create a committee of faculty members to review collection and suggest acquisitions.

Managing Program Resources: Human, Financial, Physical:

ALA Directive: IMS organizes, manages and assesses all human, financial, and physical resources of the library media program. IMS advocates for ongoing administrative support for library media program and policies. IMS actively seeks alternative sources of funding for the library media program, both within and outside the school community.

- **Managing Program Resources Accomplishments:**
 - Kept a record of the databases, hardware, software and supplies for the Media Center.




- Fostered two book fairs at Barnes and Noble to supplement funding for acquisitions.
- Fostered the inception of a writing lab in the Media Center.
- **Managing Program Resources Suggestions:**
Continue to keep a record of the databases, hardware, software and supplies for the Media Center.

Comprehensive and Collaborative Strategic Planning and Assessment:

ALA Directive: IMS collaborates with teachers, administrators, students and others in the school community to develop, implement, and assess long-term, strategic plans. IMS is able to align the library media program with the information literacy standards and the school's goals, objectives and content standards. IMS uses quantitative and qualitative methods of data collection and analysis to assess data and make decisions on which to base plans and policies.

- **Strategic Planning and Assessment Accomplishments:**
Attempted to fully collaborate with teachers, administrators and students throughout the year.
- **Strategic Planning and Assessment Suggestions:**
STM and the Media Center planning should be included in the Middle States Assessment process.

Additional Responsibilities:

-  Maintain lobby TV scroll system to post up to date information of school activities on a daily basis.
-  Maintain SJR website.
-  Foster and moderate Green Knight Ambassadors Club
-  Assist in planning and running Day of Awareness
-  Assist in planning and running of Open House programs
-  Assist in the production of the Gala Digital Journal
-  Assist in the download and organization of alumni data from the website database.

Bibliography:

American Association of School Librarians. (2003). Program Standards School Library Media Specialist Preparation. 3rd. ed. Chicago: American Library Association.