



**Orange Township
Public Schools**
English Language Arts & Testing
Karen F. Harris, Director



Gerald Fitzhugh, II, Ed.D.
Superintendent of Schools

Revised 7.31.19

BULLETIN #28

SY 2019 – 2020

Non-negotiable for the role of Media Specialists

The role of the Media Specialist is important as schools promote universal learning; therefore, it is clear the role of the Media Specialist is not limited to the following outlined minimum requirements:

- Promotion of Literacy across and throughout the school community
- Lesson plans
 - are to reflect evidence of collaboration with subject area teachers
 - include use of media resources
 - embed the New Jersey Student Learning Standards & AASL standards
- Website pages to include
 - information on the available databases
 - resources that support curricula implemented at the school i.e. ELA, Social Studies, Science, etc.
 - Reading Rewards information
 - special library and literacy related events
- Reading Rewards (implementation and maintenance)
 - format for classes (Teacher's Last name, School, Grade)
 - format for student user names (last name: first letter of first name; current year)
HernandezA2018 (If two or more students have the same format include the subsequent letters in first the name. **HernandezAd2018**)
 - Due date for upload of ALL students: second Friday in October
 - collaborate with ELA teachers and/or other staff to provide students with directions on how to utilize this platform
- Learning Ally promotion: to include insuring that eligible students have access and use the resources across the various curricula
- Fines
 - establish a procedure with the school/classroom teachers (Develop a schedule when to deliver and collect)
 - use GENESIS to track information
- Inventory
 - Catalog all books. When ordering books include the cataloging fee (barcode)
 - Weed all old materials and use the resolution form before discarding books.