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**When you ask me what I do, here's my answer:**

- ❖ I teach all day, every day, but most effectively in collaboration with a classroom teacher.
- ❖ I am the only educator in the building to teach all of the children in all of the content areas, sometimes seeing the same students several times each day or week.
- ❖ I am the only educator in the building to manage a budget and a staff (I know that's not the case for all SLMSs, but I was lucky).
- ❖ I participate as a full member of instructional leadership teams, helping to analyze learning data and develop and monitor action plans to increase student achievement.
- ❖ I work collaboratively with all teachers in all content areas; therefore, I am the only educator in the building who could tell from all of the teachers which are in need of coaching, which are exemplary, and which can be peer-to-peer coaches for others.

<p>I am a <u>Program Administrator</u></p> <ul style="list-style-type: none"> • Manage and build the collection • Provide access (including scheduling) • Safe and inviting environment • Programs to support reading, content, and student interests • Outreach to community and stakeholders 	<p>I am an <u>Information Specialist</u></p> <ul style="list-style-type: none"> • Updated collection • Curriculum development • Copyright / digital citizenship • PLN • Provide access to resources (databases, etc.) • Nationally Board Certified Media Specialist
<p>I am an <u>Instructional Partner</u></p> <ul style="list-style-type: none"> • Collaboratively plan to support curriculum • Tech integration • Information literacy skills • Connect academic to personal for your students 	<p>I am a <u>School Leader</u></p> <ul style="list-style-type: none"> • Goals set and driven by data • PD leader (at your school and beyond) • Model (PLN, digital citizenship, pedagogy) • Active member of academic leadership teams • 2014-15 President of the New Jersey Association of School Librarians

Adapted from:

Boudrye, Jennifer. "What's In A Name?." *Teacher Librarian* 42.1 (2014): 56-57. *Academic Search Premier*. Web. 24 Oct. 2014.

First, what is a library media specialist? (Personally, I prefer just to be called a 'librarian.')

According to Scholastic (2008),

"The role of the library media specialist is diverse. He or she is at once a teacher, an instructional partner, an information specialist, and a program administrator. Library media specialists play an essential role in the learning community by ensuring that students and staff are efficient and effective users of ideas and information. They collaborate with teachers, administrators, and others to prepare students for future successes."

http://www2.scholastic.com/content/collateral_resources/pdf/s/slw3_2008.pdf

I want you to know that the school library is meant to support the teachers and their curricula; so please, **if there is anything I can do to make your job easier, do not hesitate to let me know**. Briefly, here's how I support teachers and their administration – I think of them as my first clients, not the students - if I can serve 125± teachers with the resources they need to be good teachers, then I am automatically serving 1600± students. ...

Co-teaching

1. Provide quality resources, including databases, 24/7 the Clearview Regional HS Library home page <http://hs.clearviewregional.edu/departments/library>
2. create connections for staff to professional journals through EBSCO and ERIC
3. assist students with the research process, *including* note-taking, paraphrasing, citing sources, etc.
4. assist students with searching for resources effectively
5. assist students with locating and evaluating resources for research
6. teach students how to evaluate web sites and how to cite sources

7. prepare PathFinders and WebQuests for students to help focus their research, such as this one for English http://docs.clearviewregional.edu/docs/hs/libra/TheOdyssey_Handley.htm or this one for science <http://crhslibrary.edu.glogster.com/environmentaleffects/>
8. encourage and promote ethical use of information with resources like ... www.turnitin.com , <http://www.plagiarism.org/> and <http://www.citationmachine.net/>
9. assure access to print resources by providing Inter-library loan (for professional or personal reading!) or creating book carts of topic-specific books through <http://njsl-agent.auto-graphics.com/lluminar/home.asp?lid=crhs#lluminar>
10. present Book Hooks (interactive Book Talks) in support of independent reading activities

Another way to look at my services is to think *CPR*:

- C:** collaboration, communication is crucial, curriculum knowledge, connections to the world, colleagues in teaching, critical thinking skills
- P:** partners promoting pedagogy and learning, promote reading for pleasure
- R:** research process instruction; reinforce classroom learning, resource for information literacy skills, resource for technology integration

On a more specific note about me and not all teacher-librarians in general:

1. I am on the Board of the New Jersey Association of School Librarians (VP '12-'13, Prez-Elect '13-'14, Prez '14-'15);
2. I am a National Board Certified Teacher;
3. I have a Masters in Education and can and have written curriculum;
4. I am a go-to resource to present at in-services and at conferences;
5. I am a former secondary English teacher;
6. I have been a mentor teacher, both for English and for School Librarianship

More importantly, I am passionate about being a school librarian. I love what I do. But I don't do it alone. Parents, teachers, administrators, and community members all contribute and partner in a thriving school library program. I wish you the best in your new position, and I am looking forward to working with you to maintain and build upon Clearview's successful school library programming in support of student learning.

Yours in support, Arlen

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