

THE PUBLIC SCHOOLS  
Montclair, New Jersey

**JOB DESCRIPTION**

**Position Title:** Educational Media Specialist

**Qualifications:** 1/ Must hold acceptable NJ Certification for the assignment, 2/ Knowledge of assigned area content and content-related pedagogy; 3/ The ability to create and maintain a climate of respect and fairness for all students; 4/ Must possess strong communication, managerial and leadership skills, 5/ Demonstrated knowledge of effective library services and technologies 6/ Demonstrated ability to function effectively in a diverse school community, 7/ Ability to effectively motivate and assess students academically and socially, 8/ Ability to work as part of a highly functioning team; 9/ Required criminal background check and proof of US citizenship or legal alien status; 10/ Ability to work on site during the hours required; 11/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Responsible to:** Principal

**Primary Function:** Operation and administration of the library program at the building level.

**Major Responsibilities:** Under the direction of the building principal, the Librarian/Media Specialist works cooperatively with teaching staff, elementary teaching specialist, and subject area supervisors to provide library/media services which develop, support and enrich each student's learning experiences and the theme of the magnet programs.

**Illustration of Key Duties:** 1) Serve as instructional resource consultant for students and teachers; 2) Organizes and coordinates the services and resources of the school library/media center to support the goals of the instructional program. 3) Helps students to develop the ability to critically and independently use media center resources; 4) Work with teachers to design instructional experiences; 5) Instructs and guides students in the use of the library/media center and it's use as an information resource; 6) Provide information on new educational and technological developments to staff and students; 7) Assist in the guidance and in-service training of teachers to integrate educational media throughout the school curriculum; 8) Makes recommendations for development of budget proposals; 9) Establishes and maintains a center in which the atmosphere is conducive to the stimulation of intellectual activity and effective use of center resources; 10) Reviews, evaluates, selects, acquires and maintains a variety of media materials to support the educational program and organizes the materials for accessibility to the school community; 11) Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness, and precision in both speaking and writing. 12) maintain lines of communication with the designated supervisor; 13) assume such other related responsibilities and duties within the context of the above.

**Terms:** 10 month, salary and benefits as per the MEA agreement referencing certified staff..

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

**ESTABLISHED:** 1973  
Revised: 1984, 2006, 2011