



NEW BRUNSWICK PUBLIC SCHOOLS

JOB DESCRIPTION

SCHOOL LIBRARY MEDIA SPECIALIST

REPORTS TO:

Assistant Superintendent for Curriculum and Instruction and Supervisor of Instructional Technology

SALARY GRADE:

As per negotiated NBEA agreement

NATURE AND SCOPE OF JOB:

Responsible for the operation and maintenance of the school multi-media center; for the selection and acquisition of media; for supportive services to the faculty and students; and for instruction of students in media identification and location skills.

JOB QUALIFICATIONS:

- Certification for position in compliance with the NJ Department of Education certification regulations

ESSENTIAL JOB FUNCTIONS:

- Reviews, evaluates, selects and recommends for acquisition print and non-print media which directly support the district curriculum and programs; actively solicits faculty and student input in this process.
- Analyzes the curriculum and programs and identify the learning needs of students and the instructional needs of teachers; acquires and organizes multi-media resources to support the curriculum and meet these needs.
- Classifies catalogs, organizes, maintains and supervises the circulation of all resources in the multi-media center, and is responsible for its operation.
- Instructs students in the development of media identification and selection skills, and independence in the application of these skills for effectively using media in study, research or pursuit of personal interests.
- Assists and encourages faculty and students to make effective use of all resources in the multi-media center
- Informs faculty and students of newly acquired media and attract potential users through such means as displays, media lists, faculty meeting presentations, etc.
- Participates in district or school curriculum planning and development, grade level of departmental meetings and maintains on-going communication with all faculty members for the purpose of serving the needs of staff and students effectively.
- Performs other duties that may be assigned by his/her superior(s) under authority of the Board of Education.

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WORK ENVIRONMENT:

This job operates in a school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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