

**PRINCETON PUBLIC SCHOOLS  
MEDIA SPECIALIST**

**BOARD REAPPROVED  
April 23, 2019**

**JOB TITLE:** MEDIA SPECIALIST:

**UNIT AFFILIATION:** PREA

**REPORTS TO:** BUILDING PRINCIPAL

**QUALIFICATIONS:**

- Valid New Jersey Educational Services Certificate with the Educational Media Specialist Enrollment

**PERFORMANCE RESPONSIBILITIES:**

- A. Serve as instructional resource consultant and materials specialist to staff and students
- B. Select materials for the media center and its program, maintain to a collection which is current and supportive of the educational program
- C. Make all materials easily available to students and staff
- D. Assist staff and students in producing materials which supplement those available through other channels
- E. Work with staff as members of the curriculum planning committees
- F. Help staff make effective use of media materials and equipment
- G. Assume responsibility for providing instruction in the use of the media center and its resources that is correlated with the curriculum and is educationally sound
- H. Assist students in developing competency in listening, viewing, and learning skills
- I. Assist students in developing good study habits, in acquiring independence in learning, and in gaining skills in the techniques of inquiry and critical evaluation
- J. Guide students in developing desirable reading, viewing, and listening patterns, attitudes, and appreciations
- K. Provide teachers, when relevant with information regarding student's progress, problems, and achievements, as observed in the media center
- L. Make available to the faculty, through the resources of the professional collections, information about recent developments in curricular subject areas and in the general field of education
- M. Maintain consistent, periodic communications with teaching staff to establish optimal fit between the program of the media center and the regular classrooms
- N. Perform other duties as assigned by the supervisor

**HUMAN RESOURCES MISSION STATEMENT:**

This organization believes that every individual makes a significant contribution to Princeton's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**AMERICANS WITH DISABILITIES ACT STATEMENT:**

**External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.**

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature of Applicant/ Employee

Date

**EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER**