oRANGE bOARD OF Education education

MEDIA SPECIALIST

job description:

Director of Special Programs

**REPORTS TO**:

DEPUTY SUPERINTENDENT

**SUPERVISES**:

STUDENTS,

**SALARY**:

TO BE DETERMINED

**UNION AFFILIATION:**

NON-AFFILIATED

EMPLOYMENT TERMS:

12 – MONTHS

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for the overall leadership and supervision of the Library Media Center program that is designed to provide a direct line from the wisdom of the past to the information of the present in order to support an instructional program that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards. Achieving academic excellence and enhancing a culture of research within the school requires that the Media Specialist work collaboratively with all members of the school staff.

QUALIFICATIONS:

1. Hold at least a Bachelor’s degree from an accredited college or university.
2. Have a minimum of two years experience in a library.
3. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an educational media specialist endorsement (N.J.A.C. 6:11-11.17) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq**.**.
4. Hold a valid driver’s license with no serious violations.
5. Have a minimum of three years excellent experience in teaching and in working with children and adolescents unless entering teaching from an alternative certification program.
6. Demonstrate a comprehensive knowledge of library media services.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of library program design, child growth and development, effective instructional strategies, research techniques, information retrieval skills, classroom management, learning assessment and diagnosis, and research related to learning.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

**MEDIA SPECIALIST**

**REPORTS TO**:

PRINICPAL/ASSISTANT PRINCIPAL/SUPERVISOR

**SUPERVISES**:

N/A

**SALARY**:

SEE GUIDE

**UNION AFFILIATION:**

ORANGE EDUCATION ASSOCIATION

EMPLOYMENT TERMS:

10 – MONTHS

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College transcripts.
5. Employment interview.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Media Specialist shall:

1. Create and maintain an attractive, organized, stimulating, functional, healthy, safe, and nurturing, Library Media Center that encourages student responsibility and uses positive motivation, challenging instructional strategies, effective management techniques, and appropriate displays and exhibits, with proper attention to the visual, acoustic, and thermal environments.
2. Function as the acquisitions officer for the Library Media Center. Purchase print and non-print materials, instructional software, and electronic media equipment to provide research and data retrieval resources that support instruction in the Core Curriculum Content Standards, following the district’s guidelines for purchase of materials.
3. Establish a process for selection and evaluation of all print and non-print materials and electronic data resources to be housed in the Library Media Center based on the criteria established in Policy and Regulation No. 2530 and other criteria established by the Board, responding to the needs of the instructional program. Unless instructional use warrants, ensure that the materials have been evaluated for freedom from prejudice and stereotyping.
4. Review periodically the entire collection of print and non-print materials, electronic data resources, software, and equipment for their continuing usefulness, curriculum relevance, consistency with the Core Curriculum Content Standards, balance of subject areas, age appropriateness, biases and stereotypes, currency, and manner of presentation. Remove and update outdated materials no longer relevant to the curriculum or materials containing inappropriate representations.
5. Maintain library automation system which accurately reflects holding of collection.
6. Provide effective circulation services that encourage use and equitable access for all students, staff, and other individuals, with appropriate accountability for care of materials. Services should include circulation of individual materials as well as preparation of class materials requested by teachers.
7. Teach the Big Six Information Problem Solving Model coordinated with classroom instruction using a variety of instructional strategies with differentiated learning experiences for the range of skill levels found, so that each student meets and exceeds the State Core Curriculum Content Standards.
8. Submit lesson plans in the approved format to the Principal as required and requested. Provide clear directions, outline expectations, and effectively bring to closure instructional experiences.
9. Encourage habits of independent inquiry and research by assisting individuals and groups of students in conducting research and information retrieval. Engage the learners in tasks that require analytical and critical thinking, problem solving, and creativity.
10. Plans resource-based classroom assignments likely to lead to extensive use of library and informational resources through flexibly scheduled library programming.
11. Follow procedures to respond to challenges of materials included in the collection as defined in Regulation 9130.
12. Prepare, recommend, and operate a budget for the Library Media Center and assist the staff in the preparation of budget requests and in the selection of instructional materials.
13. Collaborate with the computer teacher and technology coordinator in assessing and promoting the effective use of instructional technologies.
14. Provide literature activities and programming to promote reading and literacy, using innovative methods tailored to the needs of individual students or groups of students.
15. Establish appropriate liaisons with state, county and local libraries.
16. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
17. Establish a professional rapport with students that earns their respect.
18. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
19. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
20. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner. Assist with supervision of students in non classroom areas and in areas as assigned.
21. Assist with extra curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
22. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
23. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal/supervisor. Document use of the facility (e.g. number of teacher contacts, number of student contacts) and use of materials (e.g., number of books circulated per month percentage of total items that circulate).
24. 24. Work cooperatively with adults assigned to the Library Media Center (e.g., teachers, paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities. Supervise any assigned Multi-Media Aides.
25. 25. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching.
26. 26. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community, articulating the needs, resources, and success of the library media program.
27. 27. Encourage students to be independent readers and learners by providing reading guidance and promoting use of library resources in extra-curricular problem solving and life skills.
28. 28. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
29. 29. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
30. 30. Summarize, interpret, and disseminate current developments in the library media field, learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
31. Complete the required 20 clock hours of State-approved continuing professional development every year in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
32. Maintain an understanding of the school’s instructional program and the expectations of the Core Curriculum Content Standards and assessment requirements.
33. Provide in-service training and information to the school staff on library media services and resources, and on selection of instructional materials.
34. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
35. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
36. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
37. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
38. Participate in district, school, and grade level/department curriculum meetings, when requested by Principal/supervisor, to ensure the integration of library skills and library resources in curriculum development.

PHYSICAL DEMANDS:

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, 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.

ENVIRONMENTAL DEMANDS:

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.

EVALUATION:

The Principal and/or Director of Instructional Technology & Media Services shall evaluate the Media Specialist in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

THE ORANGE BOARD OF EDUCATOIN

 IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER