



West Windsor-Plainsboro Regional School District JOB DESCRIPTION

Job Title: Media Specialist
Department: Building Media Center
Reports To: Supervisor of Technology, Training, Media Resources
Salary Guide: WWPEA; Ten month contract

Position Summary: To develop and coordinate educational media services and assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop student's information literacy and research skills.

Qualifications: Possession of a valid New Jersey Educational Services Certificate and School Library Media Specialist Endorsement. Appropriate experience required, which would lead to the probability of success in the position.

Essential Duties: The media specialist has the duties and responsibilities commonly associated with this position, including (but not exclusive of) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements, with all of which he/she is expected to be familiar.

Performance Responsibilities:

- Oversees the daily operation and supervision of the school media center.
- Organizes materials and equipment by a system of category, classification, and indexing, which will provide accessibility for the media center user.
- Maintains media center collection of books, periodicals and other materials in accordance with established systems.
- Evaluates the program and materials in terms of meeting curricular, student, teacher, and staff needs in conjunction with state and national standards.
- Evaluates, selects and requisitions new media center materials and informs teachers and staff of new acquisitions.
- Prepares and administers the media center budget to support the goals of the media center and maintains accurate records of expenditures and activities.
- Supervises, if appropriate, the support staff and volunteers necessary for the effective operation of the media center.
- Develops and communicates Maker Area Innovation Experiences that align with the overall vision of the media center.
- Develops programs and services that support learners' understanding of their place within the global learning community.
- Develops programs and services that empower students as critical consumers of information and producers of content.
- Promotes relationships with external information sources and participates in electronic networks and

resource sharing systems to expand the media center's capacity to access information globally.

- Maintains professional competence and continuous improvement through approved professional development activities.
- Keeps current and conversant with new ideas, developments, trends, research, materials and products through participation in professional organizations and journals.
- Works proactively to develop relationships that foster a home-school partnership.
- Monitors the acceptable use of the media center's computers.
- Develops and maintains the school media center web page and links
- Promotes an appreciation of literature.
- Maintains usage statistics for the media center annually.

Relationship to Instructional Staff

- Coordinates media center skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives and collaborates with teachers to integrate information literacy competencies across the curricula.
- Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
- Teaches classes in literature or information literacy skills.
- Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
- Presents and discusses materials with a class studying a particular topic at the request of the teacher.
- Provides materials for the professional growth of the staff.
- Work collaboratively with the computer facilitator.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

ANNUAL EVALUATION: Performance is reviewed annually in accordance with NJ State law and the provisions of the Board of Education policy on evaluations for certificated staff.

TECHNOLOGY SKILLS: Ability to be proficient in computer applications pertinent to support the position, including but not limited to Follett Destiny, Microsoft Office, Google Workspace for Education, IEP software program, Genesis Employee Portal, and Genesis Student Information System.

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 West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 4/27/2021

CERTIFIED BY: 
Director of Human Resources

