



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Library/Media Specialist
(High School)

REPORTS TO:

Principal

QUALIFICATIONS:

Valid New Jersey Media Specialist or Associate Media Specialist Certification.

GENERAL DESCRIPTION:

The Library/Media Specialists, High School, promotes the use of print and multi-media resources to support and enhance each student's educational experience.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Operates the building program.
2. Establishes a flow of materials to teachers and students relating to the various curricular and co-curricular programs.
3. Organizes and supervises a system for the efficient distribution and retrieval of equipment used on the high school campus and assume responsibility for the effectiveness of that system by overseeing the handling of all requests.
4. Recruits and train a student/staff in all equipment operation, distribution and retrieval procedures.
5. Provides competent student operators for teachers, substitutes or guest speakers who may be unfamiliar with the equipment.
6. Maintain sign up sheets for computer labs and large group instruction spaces.
7. Provides leadership for a program of local production of programs and trains teachers and students in recording of live and "off-the-air" programming.
8. Checks periodically the location of all equipment within the building, including "permanent loan" equipment and reports to the principal the loss or theft of any piece of equipment.
9. Maintains a process of routine maintenance and cleaning of equipment and reports to the principal all units requiring outside repair.
10. Works with teachers and students in the selection of instructional materials and establishes and maintains a system of preview, evaluation and return of these materials.
11. Participates with faculty and student curriculum committees in the integration of a variety of instructional materials into the various courses of study.
12. Works with clients of the media center in the use of all instructional materials.
13. Promotes use of media by staff and students encouraging use of programs via formal and informal professional development programs.
14. Conducts periodic inventories of instructional materials and weed and replace portions of the collection when necessary.
15. Organizes a system of storage of consumable supplies and accessories and makes a written copy of storage locations available to others.
16. Catalogs media instructional materials purchased by the high school.
17. Creates an environment that uses and supports current technology for students and staff.
18. Performs such other tasks and assume such other responsibilities as assigned by the principal or designee.

WORK YEAR: 10 – Month Position.

DATE APPROVED:	February 19, 2013
BY:	Board of Education