



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

**JOB DESCRIPTION**

**TITLE:**

Library/Media Specialist  
(Elementary School)

**REPORTS TO:**

Principal

**QUALIFICATIONS:**

Valid New Jersey Media Specialist or Associate Media Specialist Certificate.

**GENERAL DESCRIPTION:**

The Library/Media Specialist, Elementary 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. Manages the day-to-day operation of the library/media center.
2. Supervises the activities of the library volunteers.
3. Promote sthe educational media program within the building.
4. Acts as a consultant to administrators and teachers on the integration of educational media into the total school curriculum and participates in curriculum development.
5. Catalogs all school owned print and non-print materials.
6. Provides indexes, catalogs and bibliographies for the professional staff.
7. Conducts library/media lessons for all grade levels in accordance with the library skills curriculum.
8. Promotes reading among the students.
9. Organizes the storage, handling, distribution, and retrieval of the media center's books, materials and multi-media hardware and software, and oversees the enforcement of the schedule of fines when necessary.
10. Trains staff in the use, care and maintenance of multi-media hardware and software.
11. Trains library volunteers in the proper use of library database.
12. Keeps the building principal informed of the media center's needs and services.
13. Acts as a liaison for the building faculty in obtaining resources and materials from other media centers, libraries and suppliers.
14. Prepares the annual library/media center budget in cooperation with the principal.
15. Prepares purchase requisitions for the center within budgetary constraints.
16. Provides facilities and assistance for staff and students in production of simple instructional materials.
17. Conducts annual inventory of multi-media hardware. Report any loses to appropriate personnel.
18. Conducts periodic inventories of books, multi-media and computer software and other supplies.
19. Evaluates and select appropriate materials for the Library/Media Center.
20. Makes staff, students, and volunteers aware of library/media center procedures and policies.
21. Maintains an accurate system of ordering, storing and distributing all materials.
22. Works directly with students in the use of the center's resources.
23. Prepares displays in the building to promote the program and services.
24. Performs such other tasks and assume such other responsibilities as assigned by the Principal.

**WORK YEAR: 10 – Month Position**

**DATE APPROVED:** February 19, 2013

**BY:** Board of Education