



Randolph Central School Corporation

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Rolland T. Abraham, Ed.S.
Superintendent

Lisa Chalfant
Curriculum Director/Grant Writer

Linda Dodd
Treasurer

Debrah L. Anderson
Deputy Treasurer

LIBRARIAN (Internally Only)

POSTING

Position: Corporation Librarian for Randolph Central School Corporation for the 2018-2019 school year

Qualifications:

1. Must hold a valid Indiana Teaching License in Library Services.
2. Ability to develop rapport and demonstrate professionalism with all stakeholders.
3. Flexibility and expertise to adjust for various situations or student learning needs.
4. Positive Role Model for love of and proper use of literature and information
5. Ability to communicate effectively, both verbally and in writing, with all stakeholders.
6. Extensive organizational skills required

Job Responsibilities:

- Oversee all RCSC school libraries, including materials selection and purchasing, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
- Order books, ebooks, magazines, materials, and supplies for all school libraries under the supervision of each building principal.
- Work with the building principals to supervise the paraprofessionals in all RCSC libraries.
- Support and provide professional development to train library paraprofessionals, as needed.
- Monitor the effectiveness of the library operation in each building and work to improve the instructional use of the library.
- Provide professional development to the certified staff to enhance the usage of the library for instructional purposes.
- Maintain each libraries appearance and use as an instructional and career-oriented hub of each school.
- Serve as an instructional resource for students, teachers, and administrators.
- Remain current in professional practices, information technology, and educational research strategies.
- Visit each library a minimum of one time per week.
- Manage district-level and building-level library budgets with ethical and fiscal responsibility and communicate annually with the Superintendent.
- With regard to the library services, communicate any financial concerns or questions to the Superintendent.
- Report any curricular questions or concerns to the Director of Curriculum.

Send a letter of interest and resume or direct questions to:

Mr. Rolland Abraham, Superintendent

103 N. East Street

Winchester, IN 47394

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