

WISEBURN UNIFIED SCHOOL DISTRICT

TECHNOLOGY / LIBRARY CLERK Classified Position

DEFINITION

Under the general supervision of the Principal or Designee, oversee all hardware and software programs used on campus. Provide trainings in all technologies to students and staff and assist students and instructors in the use of the school library and all technologies, as well as other related work as required. Provide support to the Response to Intervention (RTI) program.

EXAMPLES OF DUTIES

The position includes but is not limited to the following list of representative duties:

- Trains teachers and students how to use technology. E
- Trains the staff in all aspects of Google. E
- Prepares new teachers in all areas of technology.
- Prepares students to become confident in all school software programs.
- Provides classroom instruction for teachers and students in the use of chromebooks/computers. E
- Assists in creating technology schedule for all classes. E
- Assists in creating technology lesson plans for all classes.
- Supports teachers in gaining confidence using chromebooks in their classrooms.
- Works with teachers to design projects that will enhance their curriculum.
- Updates software/ hardware in both labs, and all classrooms. E
- Keeps student database current in all software programs. E
- Works closely with tech. consultants to trouble-shoot any problems with hardware/software.
- Works with office staff to make sure we have all needed supplies for technology, such as printers, toner, projector bulbs, chromebook issues etc. E
- Tests, chooses and recommends purchases new software to be used on campus.
- Checks in and out all hardware each year, which includes laptops, printers, phones, chromebook carts, projectors and document cameras. E
- Trains students in keyboarding.
- Sets-up and prepares all SBAC Practice testing.
- Assists with coordinating SBAC testing on campus. E
- STAR tests all students at the beginning of the year, and at the end of each trimester.
- Sets up all reports/tests needed for placing students in interventions. E
- Assist students in the library and computer lab.
- Assist in facilitating the intervention program. E
- Reads or tells stories to classes.
- Maintains order and discipline for all students
- Provides updates/report cards on all intervention students
- Performs other duties as required

Note – Task statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Dewey Decimal Classification System and library terminology and procedures.
- English usage, spelling, grammar, and punctuation.

- Related systems used (Destiny Library System, Accelerated Reader Program, Study Island, Read Naturally and Google).
- Computers, Chromebooks, Google Docs
- Record keeping Techniques.

Ability to:

- Perform general clerk and technology related work.
- Maintain order and discipline among students using the library.
- Type at a speed of 50 words per minute from clear copy.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Speak and write in Spanish (desirable).

Education:

A.A. Degree or 48 semester units.

College Degree in education or technology desirable.

Experience:

Two years or more of school related experience with emphasis in library and/or technology duties.

Working Conditions:

Office and school environment, subject to constant interruptions.

Physical Abilities

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve working or standing for brief periods.
- Accurately perceiving the sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Vision (which may be corrected)

to read small print and maintain records.

Hearing (which may be corrected)

to communicate with staff, to talk on phone.

Speech

to communicate with staff, to talk on phone.

Dexterity of hands and fingers

to operate office equipment.

Sitting and standing for extended periods of time

to perform required duties.

Bending at the waist

to pick up office materials / equipment

Strength

to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.