

Title:	Media Center/Textbook Technician	Reports To:	Site Administrator	
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	200	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 29 <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, performs support services relating to the acquisition, receipt, circulation, maintenance, and distribution of books, textbooks, periodicals, equipment, and other instructional materials; processes and shelves books, textbooks, instructional materials, and equipment; assists students and staff in the selection of various instructional materials; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned administrator.

ESSENTIAL FUNCTIONS

- Checks in and out books, textbooks, instructional media materials, and technology equipment to students and staff; prepares and distributes overdue lists, reports, and notices; processes overdue and returned materials according to established procedures; clears fines from student accounts based on proof of receipt.
- Processes new and donated textbooks, library and reference books, periodicals, equipment, and other instructional materials according to approved procedures.
- Assists students and staff in locating and selecting books, textbooks, and materials and in researching materials for classroom use; coordinates the schedule of visits to the library by various classes.
- Cleans, mends, covers, and repairs damaged books and other media materials; assists in the weeding out and discarding of old books/textbooks and materials according to established procedures; deletes discarded titles from automated library/textbook database as appropriate.

- Prepares and maintains records on circulation and distribution, books and materials received, lost, and damaged, overdue books and materials, and student and staff use of books, textbooks, and instructional materials; assists with periodic and annual inventory of books and materials.
- Troubleshoots technical issues related to textbook software; assists students and teachers with installing and running software as needed.
- Organizes and oversees annual school-wide textbook distribution and return process.
- Operates a computer terminal and software packages related to cataloging, bar coding, and maintaining records.
- Performs general clerical duties.
- Assists in observing and controlling student behavior; enforces discipline procedures according to established guidelines.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, practices, and procedures applicable to performing library and/or textbook support duties.
- Books and materials appropriate for specific age groups and grade levels.
- Operation of library and textbook support services equipment, systems, and support tools.
- Office practices, methods, and computer equipment and applications related to assigned work.
- Principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Skills to provide a high level of customer service.

Ability to:

- Process, distribute, and shelve books, textbooks, and instructional media materials and assist students and staff.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Learn, interpret, and apply District rules, regulations, policies, and procedures.
- Understand the organization and operation of the school and District as necessary to assume assigned responsibilities.
- Observe and control student behavior according to approved policies and procedures.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet deadlines.
- Operate office equipment including computer equipment and specialized software applications, including but not limited to Microsoft Office applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.
- Type with accuracy at a rate of 45 words per minute.
- Maintain confidentiality.

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade
- One (1) year of general clerical or instructional experience working with students in an organized setting, preferably in a library environment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Identification Card or Driver’s License by time of appointment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	I	Lift/carry 0-10 lbs	F
Twist	O	Lift/carry 11-25 lbs	I
Squat	I	Lift/carry 26-40 lbs	O
Kneel	I	Lift/carry 41-100 lbs	N
Climb	O	Stand	I
Reach above shoulder	I	Walk	I
Grip/Grasp	F	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, parents, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.