

Rogue River School District #35 – Job Description

JOB TITLE/ASSIGNMENT

EMPLOYER: Rogue River School District No. 35

Board Approved: December 14, 2021

JOB TITLE: Library Tech

FLSA STATUS: Non-Exempt

REPORTS TO: Principal/Supervisor

OVERVIEW OF THE POSITION

School Library Tech will effectively run a library, such as organizing materials and helping students find resources. Library Techs must be knowledgeable of the library's resources and enjoy interacting with students.

RESPONSIBILITIES/DUTIES

1. ESSENTIAL FUNCTIONS:

- a. Assist students with checking out and locating books, magazines and Chromebooks.
- b. Shelving books in all sections of the library.
- c. Assist with displays in the library.
- d. Supervise students during student break and student lunch times in the library.
- e. Work effectively with and respond to people from diverse cultures and backgrounds.
- f. Orders, receives, and processes books selected by the library tech.
- g. Makes simple repairs on damaged books and other media; processes more severely damaged materials for more expert repair.
- h. Does the annual inventory of library materials.
- i. Prepares current magazines for shelving and maintains the back-issue stacks.
- j. Maintains satisfactory attendance and punctuality.
- k. Ability to work cooperatively with staff, students, and the public.
- l. Strong work ethic.
- m. Complies with local, district, state and federal laws, policies, and procedures.

2. Additional Functions for Elementary Library Tech.

- a. Prepares teaching stations for instructional units as requested by teachers.
- b. Supervises the work of student aides.
- c. Provides story time for primary students.
- d. Readies books for reserve on teachers' requests and maintains the reserve shelf.
- e. Prepares multi-media learning center displays and bulletin board.

3. Additional Functions for Jr./Sr. High Library Tech

- a. Supervises use of audio-visual equipment.
- b. Issues Chromebooks to every student at the beginning of school year and enter this data on spreadsheet and in the Google account.

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- c. Collect Chromebooks at the end of the year and remove student data from spreadsheet and Google account.
- d. Check loaner Chromebooks and chargers in/out daily.
- e. Chromebook inventory at end of the school year.
- f. During the year, issue Chromebooks to “new” incoming students and replace Chromebooks for those students whose Chromebooks are no longer operating. Remove student details from spreadsheet and Google account when student moves.
- g. Troubleshoot the Chromebooks no longer working and check with the Technology department if there are major problems with the Chromebook.
- h. After trouble shooting, prepare packing and repair ticket details prior to sending Chromebook for repairs to the ESD. Keep copies of repair tickets and check with ESD regarding repairs.
- i. Connect Chromebooks to school WiFi when needed. Simple trouble shooting when students have difficulty logging on. Change passwords when needed.
- j. Make sure copy machine/printer functions properly daily. Add paper, fix paper janes and other small issues. Call repair person when issues are major.
- k. Assist students with the Oregon State Library Information System, usually around student research project time. Occasionally assist teachers with this.
- l. Weed (remove old must books and those books no longer relevant) and feed (add) to the library regularly.
- m. Update (add and remove) students from the library base.

4. Other Duties

- a. The Library Tech must maintain and protect the confidentiality of students and families in accordance with FERPA and protect the rights of students to due process, dignity, privacy, and respect.
- b. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District’s goals.

EDUCATIONAL/VOCATIONAL PREPARATION

High school or GED certificate. Complete at least two years of Post-secondary study, or obtain an Associates Degree or higher, or complete the District’s Paraprofessional assessments in reading, math, writing, reading fluency, and demonstrate the ability to work with students.

PHYSICAL DEMANDS

ENDURANCE-OVERALL STRENGTH: Medium Work

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

STANDING: Constantly (2/3 or more of the time)

Remain on feet in an upright position at a workstation or moving about from station to station.

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WALKING: Constantly (2/3 or more of the time)
Move about on foot.

SITTING: Constantly- (2/3 or more of the time)
Remain in a seated position.

LIFTING/CARRYING: Frequently (up to 2/3 of the time)
Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic - Does not occur on every shift
Push by exerting force on an object so that it moves away from the force or worker and/or pull by exerting force on an object so that it moves toward the force or worker.

BENDING/STOOPING: Occasionally (up to 1/2 of the time)
Stoop by bending the body downward or forward by flexing the spine at the waist, and/ or bend by extending the spine backward or from side to side.

REACHING: Frequently (1/3 to 2/3 of the time)
Extend the hands and arms in any direction.

HANDLING: Constantly (2/3 or more of the time)
Seize, hold, grasp, turn, or otherwise work with the hand or hands.

ROTATION: Constantly (2/3 or more of the time)
Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

TALKING: Constantly (2/3 or more of the time)
Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)
Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)
Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

SPECIALIZED DEMANDS

VIDEO DISPLAY TERMINALS: Constantly
Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, gauges, etc.).

KEYBOARDS: Constantly
Enter data on keyboards (computer, ten key, or customized key pads). Keyboards may include keys

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that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

ENVIRONMENTAL CONDITIONS

LOCATION: Inside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.

NOISE/VIBRATION: Constantly (2/3 or more of the time)

Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

LEARNING DEVELOPMENT DEMANDS

REASONING: Intermediate

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

READING: General

Read a variety of materials such as novels, magazines, atlases, encyclopedias, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Intermediate

Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

SPEAKING: General

Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

TEMPERAMENT REQUIREMENTS

REPETITION

Perform a few routine and uninvolved tasks repeatedly according to set procedures, sequence, or pace

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with little opportunity for diversion or interruption. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

PRECISION

Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards.

RELATIONSHIP REQUIREMENTS

PEOPLE: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Must be able to establish and maintain harmonious working relationships with fellow employees and the public.

OTHER REQUIREMENTS

THINGS (EQUIPMENT/MACHINERY): Operating-Controlling

Start, stop, control, and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing gauges, dials, etc., and other devices to regulate factors such as pressure, flow, and speed.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s). The Rogue River School District #35 will provide reasonable accommodations upon request and as required in accordance with the Americans with Disabilities Act of 1990.

SIGNATURE	DATE
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