JOB DESCRIPTION

TECHNOLOGY/LIBRARY TECHNICIAN

Definition
Under supervision of the Principal, to operate and supervise the library/technology center. To assist and train the instructional staff in, and provide services for, library/technology materials that supplement the instructional program. To supervise the work of assigned student helpers and do related work as may be required.

Examples of Duties
Introduce students and staff to technology/library procedures and techniques; operate office equipment such as typewriter, copier, computer; access a variety of software, CD-ROM, and file server applications; attend Back to School Night, Open House, and other school related activities; select, order, and maintain inventory for library and technology center; classify and code library books and technology equipment; assist with the instructional materials ordering system process; is familiar with Book Challenge Process; execute motivational displays; provide class scheduling and supervision of student helpers; respect the confidential nature of pupil records and school reports.

Qualifications

Knowledge of:
Macintosh Computers, CD ROM, servers, and related peripheral equipment; MCM, MECC, Bank Street, Word Perfect, Excel, Long Distance Learning, and library classification and cataloging systems.

Ability to:
Work with all staff and carry out oral and written directions. Basic concepts of adolescent growth and development, and developmental behavior characteristics. Student behavior management strategies. Appropriate English usage, punctuation, spelling and grammar. Routine record management storage, retrieval systems, office practices and procedures.

Education and Experience:
High school diploma or equivalent; possess library/media certificate or willingness to pursue a course of study leading to these certificates; prior experience in a public or school library is desirable; prior experience working with technology equipment.

Employment Status:
Classified bargaining unit position