

CLASSIFIED JOB DESCRIPTION

INNOVATION AND LIBRARY TECHNICIAN

JOB SUMMARY:

Under the immediate supervision of the school principal, Innovation & Library Technician operates an integrated library space designed to support interdisciplinary learning, a STEAM Studio maker space, and multiple technologies to provide library, media, and technology resources to support all students and staff toward gaining knowledge and skills that will prepare students to be effective users of ideas and information.

ESSENTIAL JOB FUNCTIONS:

- Plans and coordinates the selection, acquisition, organization, and circulation of a collection of texts, information resources, and multiple technologies in accordance with state curricular frameworks, student interests and needs, District goals, and school objectives.
- Facilitates and supports meaningful learning opportunities in the integrated library, STEAM Studio, and multiple technologies to develop all students' collaboration, critical thinking, communication, and creativity skills.
- Oversees the management of spaces by scheduling, coordinating, and directing its usage to maximize time, space, and resources.
- Provides training, information, technical expertise, and support to students, staff, and the school community to promote the value and optimum use of educational technology resources available at the school site.
- Supports users in the operation of school-owned technology and other licensed technologies.
- Promotes literacy by assisting students and staff in selecting and effectively using books, media, and other information technologies.
- Models and promotes research skills, intellectual freedom, ethical/legal use of information, and digital citizenship.
- Stays current on technology trends and tools and integrates them into meaningful learning experiences with students and staff.
- Serves as a curator of and provides access to resources for schoolwide innovation initiatives for all students.
- Organizes and facilitates special events and exhibitions of learning.
- Maintains a safe and clean student environment by enforcing procedures, rules, and regulations.

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- Maintains effective communication to develop meaningful relationships within the school and greater community.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Successful completion of the District clerical test; minimum keyboarding speed of 40 net words per minute; evidence of recent positive clerical/library experience, including verbal and written skills that enhance the exchange of information; and special interest in children's literature, community literacy, and digital literacy.
- Knowledge of the Dewey Decimal classification system; PC and software applications; Follett software to include On-line Public Access Catalog (OPAC), circulation, cataloging, daily backup, report generation, and inventory; database management; computer lab support; working knowledge of office equipment, media equipment, and visual media production; and experience in overseeing the library budget.
- Demonstrated experience with computer usage in the school environment; recent experience in troubleshooting hardware and software problems on Apple and Windows systems; setup and use of the District's standard software products such as Microsoft Office applications (for both Apple and Windows); and experience in using computerized databases.
- High school diploma or equivalent required. College degree preferred.
- Knowledge of other educational software and technologies.

Classified Salary Schedule: Range 30

BOARD APPROVED: 07/10/24

REVISION DATES: