

CLASSIFIED JOB DESCRIPTION

LIBRARY/TECHNOLOGY TECHNICIAN

JOB SUMMARY:

Under immediate supervision of the school principal and the general direction of the District's Coordinator for Instructional Technology, operates an integrated library and informational technology program that provides library, media, and technology resources which support students and staff toward gaining knowledge and skills that will prepare students to be effective users of ideas and information.

Supports users in the operation of school-owned technology and other licensed technology software and products, troubleshoots hardware and software problems, installs software and hardware products and upgrades, and provides on-site support for user questions.

ESSENTIAL JOB FUNCTIONS:

- Maintains a library media technology center utilizing policies and procedures that facilitate maximum use of services and resources; provides students and faculty with full accessibility to the information technology resources.
- Plans and coordinates the selection, acquisition, organization, and circulation of a collection of information resources and technologies in accordance with state curricular frameworks, student interests and needs, District goals, and school objectives.
- Promotes strong emphasis on the elements of exploration and discovery through the development of critical-thinking skills in students.
- Schedules, coordinates, and directs the activities in the school's library/media center for the maximum utilization of time, space, and resources.
- Provides training, information, technical expertise, and guidance to students, staff, and others in the school community to promote the value and optimum use of resources, services, and information technology available at the school sites.
- Keeps abreast of current developments, emerging practices, innovations, and research in library/media, information technology, and education fields.
- Assists students and staff in the selection and effective use of books, media, and other information technologies in order to develop reference and study skills.
- Models and promotes the principles of intellectual freedom and ethical/legal use of information. Demonstrates the knowledge of copyright laws.
- Arranges facilities for function, child-friendliness, and attractiveness.
- Organizes volunteer programs to enhance library/media technology services.
- Demonstrates competence in the operation and use of the school's library/media equipment as well as computer equipment and programs.
- Coordinates the activities in the school's library media center.
- Collaborates with staff on evaluating, acquiring, and accessing information.
- Meets specific needs of Gifted and Talented Education (GATE), Special Needs, and English Learner students.
- Promotes and implements software to help prepare students to be effective users of ideas and information.
- Performs related duties as assigned.

