

CLASSIFIED JOB DESCRIPTION

LIBRARY MEDIA TECHNICIAN

JOB SUMMARY:

Under immediate supervision of the school principal and under the general direction of the District's Coordinator of Instructional Technology/Media Services, plans, directs, and accesses the programs of the school's library media center and implements media/computer library related skills and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Plans and implements a viable program for the school's library.
- Meets the needs of pupils, parents, and staff in a specific community with an emphasis on the District's adopted literature-based curriculum.
- Encompasses a balanced and complementary use of books, computers, and media materials.
- Promotes strong emphasis on the elements of exploration and discovery.
- Assists in developing critical thinking skills in students by facilitating special motivational projects.
- Schedules and directs substitutes, assistants, volunteers, and students.
- Embraces an active liaison with other school library media centers, the District Instructional Technology/Media Services, and the San Diego County Office of Education.
- Selects resources for the school's library media center.
- Displays skill in using a variety of relevant criteria.
- Meets specific, identified curriculum and community needs.
- Incorporates knowledge of the collection, storytelling, appropriate reading, and reference materials for students, preschool through sixth grade.
- Indicates an awareness of current programs, grants, and publications with an eye toward the California standards.
- Directs the activities in the school's library media center.
- Arranges facilities for function, child-friendliness, and attractiveness.
- Organizes volunteer programs to enhance library services.
- Establishes procedures, which meet the needs of the school community.
- Devices activities for maximum utilization of time, space, and resources.
- Promotes literacy/reading incentives for staff, students, and school community.
- Demonstrates competence in the operation and use of office media, as well as computer programs and equipment.
- Assists students in library related skills, which may include complementing the school's individual reading programs.
- Selects literature.
- Supports research skills.
- Operates media equipment and computer labs.
- Meets specific needs of Gifted and Talented Education (GATE), Special Needs, and English Learner students.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Successful completion of the Clerical test; minimum typing speed of 25 words per minute; evidence of recent positive clerical/library experience, verbal and written skills which enhance the exchange of information; and special interest in children's literature and community literacy.
- Knowledge of the Dewey Decimal system; PC and software applications; Follett Software to include On-line Public Access Catalog (OPAC), circulation, cataloging, daily backup, report generation, and inventor; database management; computer lab support; working knowledge of office and media equipment; and overseeing the library budget.
- High school diploma or GED required.

Classified Salary Schedule: Range 23
BOARD APPROVED: 10/01/96
REVISION DATES: 05/17/05
07/01/14
07/18/23
08/09/2023