

TECHNOLOGY, LIBRARY AND MEDIA SPECIALIST

JOB SUMMARY

Under general supervision, assists teachers, administrators, students, and TLMAs in utilizing current technology and library media resources. Responsibilities include troubleshooting equipment and web-based instructional tools to enhance teaching and learning, maintaining the library media center, and supporting the district library program. The role also involves delivering student lessons on information literacy and library standards, managing library inventory data, and providing training to TLMAs.

DISTINGUISHING CHARACTERISTICS

The classification of Technology, Library and Media Specialist differs from that of Technology, Library and Media Assistant I and II in that the Technology, Library and Media Specialist works in a lead-capacity to facilitate workflow and provide training to Technology, Library and Media Assistant I and II.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification report to the Assistant Superintendent of IIS or designee and their respective Principal(s). Job incumbents will visit libraries throughout the district to ensure standardized practices and to train and lead TLMAs. This class does not exercise supervision over other positions but will act as a technical lead and may provide feedback to district leadership in supporting TLMAs.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Assists in developing and maintaining district systems aligned with state library standards across all school libraries, including collection development, standardization, and staff training;
- Integrates heritage months and reading initiatives into lessons and library activities;
- Leads monthly TLMA meetings, including agenda preparation and presentations;
- Trains and supports TLMAs in maintaining accurate records of library materials, equipment, inventory, overdue items, and student usage;
- Ensures proper management of district library databases (e.g., Alexandria, Follett) and digital collections (e.g., SORA);
- Supports IIS leadership with TLMA scheduling and timesheet verification;
- Provides training on the use of technology, software, and digital resources to TLMAs;
- Designs student lessons based on state library standards and information literacy;
- Supports the organization and integration of STEM/STEAM materials in libraries and classrooms;
- Assists students and staff in accessing and using print, digital, and online instructional resources, including hardware and software;
- Writes and supports grant applications for library materials;
- Assists in selecting, installing, and using educational software;
- Consults with administration on curriculum distribution and disposal processes;
- Participates in superintendent and district-level committees regarding reading activities, events, and library materials, including review and removal decisions;
- Assists individuals and groups in using technology, locating and selecting books, and utilizing reference materials;
- Supports book purchasing and collection development at school and district levels;
- Trains and mentors TLMAs in book selection, weeding, and purchasing procedures;
- Performs clerical duties in the library and classroom settings;
- Receives, catalogs, inventories, and maintains all physical and digital media and resources;
- Notifies families of overdue materials and collects fines as needed;
- Reviews catalogs and incorporates staff and student input to enhance the library collection;
- Organizes instructional materials for classroom and library use;
- Demonstrates proper use of technology-related equipment and resources;
- Operates and performs minor maintenance on computers and peripherals;
- Supports transitions to cloud-based inventory, learning, and content management systems;

- Maintains a clean, organized, and orderly library media center, classrooms and library spaces;
- Collaborates with teachers and instructional staff to coordinate instructional efforts;
- Participates in professional development related to state library standards and information literacy;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of Education and Experience equivalent to:

Education: Graduation from high school or GED is required. Completion of 48 college units or more from an accredited institution is preferred. Technology and/or computer-related college coursework may be substituted for the required experience.

Experience: Two (2) years of experience working with school-aged students in instructional technology and/or library media is required. Two (2) years of experience as an FSD TLMA I or II preferred.

Knowledge of:

- Instructional technology, including computers, mobile devices, peripheral equipment, and networking basics;
- Library book selection, purchasing, and cataloging methods, including the Dewey Decimal System;
- Model School Library Standards for California;
- Procedures for receiving, processing, and inventorying books and technology resources;
- Filing, indexing, and cross-referencing systems;
- Computer software and applications used in educational settings, including Learning and Content Management Systems, Office Suites, Mobile Device Management, and cloud-based media platforms;
- Preventive maintenance and basic troubleshooting for hardware and software;
- Effective internet use and digital content systems;
- Computer and mobile operating systems, and their integration into instructional environments;
- Interpersonal and customer service skills using tact, patience, and courtesy;
- Recordkeeping and inventory practices;
- Correct English usage, including grammar, spelling, punctuation, and vocabulary;
- Student and workplace safety principles and regulations;
- Basic arithmetic.

Ability to:

- Work independently with minimal supervision;
- Maintain effective, cooperative relationships with administrators, staff, students, and the public;
- Operate, demonstrate, troubleshoot, and perform basic maintenance on computers and related technology;
- Mentor and support other TLMAs;
- Stay current with evolving computer technologies and software applications;
- Perform technical library tasks related to acquiring, circulating, maintaining, and distributing books and instructional materials;
- Install, update, and maintain software applications;
- Assist students and staff in using technology, library resources, and instructional materials;
- Learn and utilize Learning and Content Management Systems, digital tools, and new technologies;
- Communicate clearly and effectively, both orally and in writing;
- Provide clear instructions and information to students and staff;
- Resolve conflicts effectively and professionally;
- Understand and adhere to applicable laws, regulations, policies, and procedures;
- Prioritize tasks, adapt to changing work demands, and respond to challenging situations;
- Exercise sound judgment and make timely, appropriate decisions;
- Demonstrate patience, tact, and sensitivity in interactions with others;

- Analyze issues, evaluate options, and implement effective solutions;
- Work effectively both independently and as part of a team;
- Deliver excellent customer service and anticipate user needs;
- Maintain accurate records and files;
- Operate office equipment and use various software applications;
- Comply with mandatory child abuse reporting requirements annually as a condition of employment.

License:

- Possession of a valid Class C California Driver’s License.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this computer management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption. The employee must be able to meet deadlines with severe time constraints. These positions may also be high volume positions and works without direct and/or constant supervision. Although the employee in these positions works mainly indoors, they may be required to work outdoors with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be loud.

Physical Demands: The physical demands of this position include sitting for extended periods of time, frequent standing and the use of hands and fingers to handle and to operate keyboards and specialized diagnostic repair tools and equipment. The employee frequently is required to reach with hands and arm and must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Lifting, pushing or pulling of objects generally not exceeding fifty (50) pounds may also be required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District equipment. The employee must be able to hear and speak to receive and exchange information. Regular physical attendance at work is an essential requirement of this job classification.

Hazards: Electrical power supply and high voltage. Working in a cramped or restricted work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	4/29/2025