

TECHNOLOGY, LIBRARY AND MEDIA ASSISTANT II

JOB SUMMARY

Under general supervision of the Information Technical Support Supervisor, assists teachers and students in operating and utilizing current technology and library media center-related resources, and troubleshooting computer equipment, systems, and instructional web-based resources to support teaching and learning, and performs a variety of clerical duties associated with maintaining and operating a library media center.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Job incumbent in this classification report to the Information Technology Support Supervisor and their respective Principal(s). Job incumbents do not supervise other personnel.

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

- Assists with developing and maintaining district systems and State library standards in all school libraries
- Trains and supports the process involved in maintaining accurate records pertaining to library materials and equipment, inventory, overdue material, student progress, and computer use to Technology, Library and Media Assistant I;
- Trains and supports the proper use of technology-related equipment, software, and other resource material to the Technology, Library and Media Assistant I;
- Trains and supports the organization of materials for STEM/STEAM laboratory for classroom instruction and the Library to Technology, Library and Media Assistant I;
- Assists students and employees with accessing online learning management, print and digital content, and instructional-related materials, including a computer, hardware, and related technology;
- Assists students and employees in the identification, installation, and utilization of various computer software applications designed for classroom use;
- Assists students and staff on using technology, both individually or and in groups, and in locating and selecting books and using reference materials;
- Performs a variety of clerical support services in the classroom and library media center;
- Receives, processes, catalogs, inventories, tracks and maintains electronic, digital, printed and media resources, tools, and equipment, including library books and materials;
- Notifies parents/guardians of overdue materials and collects related fines;
- Reviews book catalogs and utilize staff recommendations and student requests to select, develop and improve the library media center's collection and curriculum resources;
- Organizes materials for classroom instruction;
- Explains and demonstrates the proper use of technology-related equipment, software, and other resource material;
- Loads software, formats and prepares electronic storage and backup devices;
- Operates and performs minor troubleshooting and maintenance on a variety of computers and peripheral equipment
- Enables effective transition to Cloud-based inventory, Learning Management, and Content Management Systems;
- Keeps and maintains the library media center in a neat and orderly condition;
- Maintains order in classrooms and library media centers;
- Promotes the maintenance of student discipline;
- Confers with teachers and Instructional Support staff on assigned subjects to ensure coordination of

- instructional efforts;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

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.

Knowledge of:

- Methods and operation of instructional technology, computers, and peripheral equipment;
- Methods of receiving, processing, and cataloging of book/technology inventories;
- Principles and practices of the Dewey Decimal System;
- Methods and practices of filing, indexing and cross-referencing;
- Applicable computer software applications and programs used in a school setting to support curriculum, including basic electronic Learning and Content Management Systems, Office Suites, Mobile Device Management Systems and cloud-based media resources;
- Principles, practices, and methods of preventive maintenance and troubleshooting for computers, and computer networking;
- Internet usage;
- Principles, practices, and procedures related to computer operating systems, mobile devices, digital content, and various learning systems;
- Interpersonal skills using tact, patience, and courtesy;
- Practices of excellent customer service;
- Practices and methods of recordkeeping and inventorying;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations, rules, and practices of student and workplace safety;
- Basic arithmetic.

Ability to:

- Work without close supervision;
- Maintain harmonious working relations with school administrators, teachers, staff, students and the public;
- Effectively operate, demonstrate, troubleshoot, maintain and adjust computers and related equipment;
- Remain current, continuing knowledge of computers and computer software and programs;
- Perform a variety of technical library duties relating to the acquisition, circulation, maintenance, and distribution of books and instructional material;
- Install and maintain software related to technology;
- Effectively troubleshoot and provide assistance to students and staff in computer operation and the use of library resources and references, and related instructional material;
- Learn, understand and utilize Learning and Content Management Systems, online and digital tools related to student learning and new technology;
- Communicate clearly and effectively, both orally and in writing;
- Effectively provide information and instructions to students and staff;
- Effectively handle and resolve conflicts that may arise;

- Learn, understand, explain, and adhere to applicable federal, state, and local laws, regulations, policies, procedures, standards, codes and rules;
- Effectively manage, adjust, prioritize, handle and respond to changes at work and shifting priorities, as well as to competing and/or difficult situations, as they arise;
- Exercise discretion and logical judgment in choosing appropriate courses of action in a timely manner;
- Effectively exercise patience, tact, courtesy, and sensitivity with others;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Establish and maintain cooperative, working relationships with others;
- Take the initiative;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Effectively establish and maintain accurate records and files;
- Operate a variety of office equipment and utilize various computer software applications and programs;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment on an annual basis.

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.

Technology, Library and Media Assistant II	
Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	05/28/2020