

CLASS SPECIFICATION
IB Library Resource Technician
Range 49

GENERAL PURPOSE

Under general supervision, the IB (International Baccalaureate) Library Resource Technician provides technical library media services relating to the acquisition, circulation, distribution and recovery of textbooks, library and reference books, records and other instructional materials; processes and shelves instructional resource center materials and assists students and staff in the selection of instructional resource center materials; maintains an inventory of all site resource materials and technology equipment, coordinates the check-out process of all site level library materials and technology equipment; provides computer and keyboarding student support; develops, schedules and implements IB Unit Planners; facilitates the IB video conferencing program; collaborates, trains and supports teachers with web-based computer programs that support the implementation of IB and research based projects; provides desk top and LAN/network technical support and first level and second level problem resolution services for the operation and use of personal computers and peripheral audio-visual equipment, local area networks, computer labs and administrative and instructional software; serves as the initial and primary point of contact for users at assigned sites; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An IB Library Resource Technician performs a wide variety of complex duties including the acquisition, inventorying and check-out of all teacher and student resource materials, technology services to support IB, and instruction on the use of computers and computer software to encourage computer literacy. Work assigned to an IB Library Resource Technician requires in depth knowledge of all aspects of library operations, computer set up and operating procedures, and IB Unit Planners. Additionally, he/she must have the ability to provide instruction to others in an effective manner and must be familiar with the common core state standards and the IB protocols for this position. The International Baccalaureate Programme mandates this highly specialized position that combines specific components and skills associated with the current job descriptions for Library Media Technician, Instructional Assistant–Resource Center, and Technology Training Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The School Library/Resource Center is a crucial and integral part of the IB Program. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Collaborates with the IB Coordinator, site administrators, teachers and support staff to implement IB unit planners.
2. Provides direct instructional support services to students according to the IB Programme Standards and Practices.
3. Provide instructional support and access to IB resources for students and staff.
4. Collaborates with teachers to determine programs and materials to meet student needs and reinforce IB instruction.
5. Orders and catalogs textbooks, library and reference books, periodicals, professional books, all forms of analog and digital media and other instructional materials according to approved procedures; receives and processes new library materials, verifies shipments with purchase orders; assures appropriate distribution as necessary.
6. Uses computer software to maintain records on: circulation and distribution of resources, book cost data, new books received, lost and damaged books, overdue books, requisitions, bar coding and purchase orders.
7. Inspects, isolates and diagnoses equipment malfunctions and requests appropriate repairs.
8. Installs and configures standard administrative software in accordance with established criteria; installs and configures specialized instructional, educational and/or other proprietary software as authorized; provides application support services; monitors the electronic transfer of data from remote sites; ensures integrity of proprietary data, including validation of such data against the Student Information System.

(Ref. c 3.1)

9. Coordinates the inventory management and physical monitoring and organization of site level technology resources.
10. Installs or relocates, configures and tags PCs, laptops, printers, hardware, devices and other peripheral equipment for inventory purposes; establishes and configures connectivity for hardware and devices to the District-wide network.
11. Diagnoses hardware malfunctions; and performs other minor maintenance and repair; installs and configures replacement equipment; coordinates major repair of hardware with users, other District staff and/or outside vendors; assists certificated teachers in debugging systems problems.
12. Advises and assists site level staff and students in the operation and uses of computers and related equipment and software.
13. Assists users in requesting the creation of customer accounts, network addresses and access privileges for various computer systems.
14. Provides instruction to students on the use of computers and computer software and assists students and teachers in the computer lab; provides orientations and demonstrations to students on the use of software programs, including word processing, graphics, database and spreadsheet programs; evaluates student skill level and develops individual work assignments accordingly; meets with teachers to determine programs and materials to meet student needs and reinforce IB classroom instruction; creates schedules for classroom visits to the lab.
15. Ensures a clean and safe learning environment by cleaning and straightening the site resource center; decorates the resource center, including setting up and maintaining work areas, displays and exhibits.

OTHER DUTIES

1. Conducts in-service training for staff, students and volunteers regarding library procedures, IB resources, and the use of audio-visual equipment.
2. Attends in-service training and IB workshops as assigned to become fully familiar with IB requirements to maintain authorization.
3. Implements IB Unit Planners for students according to IB protocols and procedures.

QUALIFICATIONS

Knowledge of:

1. Terminology and basic practices applicable to performing paraprofessional work in a school library.
2. Basic practices and procedures of library collection management.
3. Operation and uses of library equipment, systems and support tools, including standard reference tools and materials.
4. IB methods and practices including Unit Planners.
5. Common Core State Standards.
6. Research techniques, methods and procedures.
7. PC hardware, operating systems
8. Methods and techniques for troubleshooting and resolving computer hardware and software problems and the installation and configuration of hardware, software and network connectivity.
9. Standard software packages, including word processing, spreadsheet, presentation, graphics and database programs.
10. Help desk functions, policies and procedures.
11. Correct English usage, grammar, spelling, punctuation and vocabulary.
12. Standard office practices, procedures and equipment.
13. Basic office methods and practices, including filing and record keeping.

(Ref. c 3.2)

Ability to:

1. Set priorities and work independently without the need for more than minimum supervision.
2. Provide technical library services relating to the acquisition, circulation, distribution and recovery of textbooks, library and reference books, audio-visual and other instructional materials.
3. Process and shelve instructional media resource center materials and assist students and staff in the selection of instructional media resource center materials.
4. Work collaboratively at setting priorities, planning and organizing work to meet library goals and deadlines.
5. Understand, interpret, explain and apply resource center/library rules, regulations and policies.
6. Monitor and maintain acceptable student behavior in a library setting.
7. Catalog and inventory a variety of library and media material.
8. Understand and follow oral and written instructions.
9. Operate and monitor class computer systems, terminals and peripheral equipment and respond to equipment and system status messages, enunciators and signals.
10. Obtain accurate and complete information from users, in person and by telephone, to identify their needs and problems and develop responses and solutions.
11. Install and configure PCs, laptops, printers, other peripheral equipment, devices, presentation and instructional equipment and other technology tools.
12. Troubleshoot, diagnose and resolve PC, server and network device hardware, software and connectivity problems and failures of varying difficulty efficiently and effectively.
13. Follow and apply written and oral work instructions.
14. Prepare clear, accurate and comprehensive hardware and software specifications and purchase requisitions in assigned areas of responsibility.
15. Communicate effectively, orally and in writing.
16. Prepare and maintain records and reports.
17. Exercise sound independent judgment and initiative within established guidelines.
18. Establish and maintain highly effective customer-focused working relationships with District, site staff, students, vendors, parents and others encountered in the course of work.
19. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Graduation from college with an Associates Degree (or higher).

Completion of specialized computer support courses or some combination of education, training and experience that produces the requisite knowledge and ability.

Experience in a library or media center or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Certification as an A+ Certified PC Technician or the equivalent is highly desirable but not required.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or computers and standard office equipment; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; work under intensive deadlines and interact with administrators, teachers, students, parents and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees may be required to work overtime when deemed necessary.