

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: LIBRARY MEDIA TECHNICIAN

Classification:	Classified	Work Year:	190 days
Department:	School Sites	Board Approval:	5-15-14
Reports To:	Principal		
Salary Range:	Classified Salary Schedule, Range 12		

BASIC FUNCTION:

To perform a variety of duties within a school facility and assist with school site technology.

REPRESENTATIVE DUTIES:

- In an assigned school library, performs circulation functions, checks library books, materials, and equipment in and out, inspects incoming materials for damage, mending, and provides notification and follow-up on overdue books and materials.
- Schedules library sessions for classes; provides instruction in basic library skills, makes other presentations as assigned.
- Maintains library in neat and orderly condition.
- Maintains and manages online collection.
- Supervises students using the library; maintaining discipline as necessary.
- Facilitates library use; provides information regarding library/media materials available, reference materials, and library procedures; assists students and staff in material searches, book selections, reading lists, new publications.
- Performs inventory of library/media collection; checks books and copy numbers with shelf list, pulls lost/book shelf list cards, and recommends withdrawals/additions to collection.
- Promotes reading and library use through displays, bulletin boards, and special encouragement activities such as reading contests.
- Catalogues books and other appropriate materials.
- Mends and recovers books and magazines.
- Contacts, schedules, trains, and directs volunteer assistants in proper library procedures, methods, and techniques.
- Orders and processes books, materials, supplies, and other related equipment.
- Receives book and material shipments.
- Collects payments for lost/damaged books and materials; maintains accurate records and submits to Principal.
- Coordinates computer repairs, adjustments, and updates.
- Copies and catalogues computer programs.
- Troubleshoots and performs minor repairs on computers and related equipment.
- Schedules computer/technology sessions and equipment for classes.
- Facilitates computer/technology programs for students to access.
- Maintains records and prepares reports regarding circulation, lost materials, media equipment, technology and computer equipment, and volunteer hours.
- Attends meetings and workshops related to library and technology operations, procedures, and materials as assigned.
- Instructs individuals and small groups of students in various learning situations.
- Attends in-service training, technology committee meetings, parent conferences, and after-school meetings as assigned.
- Performs other duties similar to the above in scope and function as required and assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Terminology, purpose, operations, and practices of a school library;
- Cataloging procedures and methods;
- Computer operating systems;
- Computer, server and software applications;
- Use of a server in an instructional setting;
- Safety precautions to be followed in the maintenance and installation of electrical/technology equipment;
- Computers and programs;
- Computer programming, usage and related technology;
- Proper English grammar, usage, vocabulary, and spelling;
- Developmental levels (academic/reading) of school-age children and age-appropriate media materials.

ABILITY TO:

- Learn proper library circulation, reference, and retrieval methods and techniques;
- Perform specialized library work with speed and accuracy;
- Perform minor repair work on library books, magazines, and equipment as appropriate;
- Troubleshoot basic site technology needs;
- Analyze and identify problems, and develop logical conclusions and effective solutions;
- Perform minor repairs on equipment as appropriate;
- Communicate effectively in both oral and written forms;
- Use standard office and library/media equipment;
- Type accurately at a rate required for successful job performance;
- Train, direct, and monitor volunteers;
- Perform mathematical calculations;
- Establish and maintain records and filing systems;
- Prepare routine reports and correspondence;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Located in a work environment with moderate physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 50 lbs. maximum or carry any object weighing up to 25 lbs.