

TECHNOLOGY, LIBRARY AND MEDIA ASSISTANT

JOB SUMMARY

Under general supervision, provides library services to students and staff in a K-8 school district. Supports daily operations of the library media center, including circulation, organization, and maintenance of collections and equipment. Assists users with accessing print and digital resources aligned with the California Model School Library Standards. Provides entry-level technical support for students, teachers, and staff including mobile devices and educational software. Performs clerical and operational duties to maintain an organized, welcoming environment that promotes literacy and inquiry.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished as site-based support for the library media services and student instructional technology. Assists staff and students with access to learning resources and devices and performs routine troubleshooting only.-Differs from higher-level TLMA II/TLMS classifications and Computer Technician roles by limiting scope to routine troubleshooting and site-based support rather than advanced technical support or districtwide coordination.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification report to the Assistant Director of Information Technology or designee and their respective site Principal(s). Job incumbents do not supervise other personnel.

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

- Performs circulation duties including checking materials in and out, processing holds/renewals, and managing overdue and lost items
- Organizes and reshelves books and materials in accordance with library classification systems
- Assists with inventory, weeding, book repair, and collection maintenance and development
- Receives, processes, and prepares new books and materials for circulation
- Maintains a clean, orderly, and welcoming library media center environment
- Assists students in finding print and digital library books, including guidance in catalog search tools and library organization systems such as the Dewey Decimal System or online collections.
- Promotes student engagement through storytimes, library displays, and school reading initiatives
- Introduces students to basic components of books and literature including authors, illustrators, genres, and parts of a book
- Works with site leadership and teachers to develop library schedules
- Demonstrates use and care of library materials and technology
- Assists students in navigating research databases and online reference tools including demonstrating skills
- Provides basic troubleshooting support for student mobile devices, classroom technology equipment, and instructional software
- Assists with device preparation, inventory, assignment, and tracking using district management systems
- Collaborates with teachers and staff regarding library resources, technology, and instructional support needs
- Assist with ordering and organizing materials for classroom instruction
- Provides courteous and responsive support to students, staff, and community members
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Completion of coursework related to library science, information technology, or education support is desirable.

Experience: Six (6) months experience preferred in library, media, or instructional technology environments.

Knowledge of:

- Principles and practices of library media center operations including library classification, circulation, and management systems
- Information literacy practices consistent with the California Model School Library Standards
- Mobile device management systems and digital learning platforms
- Basic digital citizenship including internet safety and responsible technology use
- Methods of recordkeeping, filing, and inventory tracking
- Customer service practices in a school environment
- Basic office software and cloud-based productivity tools
- Student supervision and safe library practices

Ability to:

- Maintain and develop (with assistance from TLMS) library collections ensuring resources are accessible, current, and aligned with student interests
- Demonstrate the use of library organization systems and online research databases/programs
- Provide entry-level troubleshooting support for student devices and classroom technology
- Communicate effectively with students, staff, parents, and administrators
- Establish and maintain collaborative working relationships
- Exercise patience and good judgment when working with students
- Work independently and manage multiple responsibilities
- Adapt to new technologies and digital learning tools
- Maintain confidentiality and adhere to district policies and procedures
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and/or the ability to travel between job sites is required.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. 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 school site or specialized department assignment.

Work Environment: The incumbent works in both indoor and outdoor environments such as classrooms, libraries and media centers. The incumbent is in direct contact with students, the public and other employees. The incumbent may be exposed to contagion or infection due to the nature of interactions with others (e.g., exposure to bloodborne pathogens, bodily fluids and communicable diseases). The incumbent is required to effectively manage constant interruptions and appropriately respond to crisis and

emergency situations in a timely manner. Negative interactions resulting from these contacts can result in stressful situations. The noise level is moderate to loud. Incumbents may be assigned to multiple sites, classrooms, offices, mobile labs, libraries and/or media centers.

Physical Demands: Primary functions of this position require sufficient physical ability and mobility to work in both indoor and outdoor environments such as classrooms, libraries and media centers as follows: to regularly stand, walk, sit, bend, squat and kneel; to occasionally reach overhead and above shoulders, and push and pull loads; to seldomly climb; to regularly and safely lift, pull, push and move up to forty (40) pounds without assistance, and fifty (50) pounds with assistance; to operate office equipment requiring hand dexterity, repetitive hand and finger movement, and fine coordination to demonstrate the utilization of instructional tools, equipment, technological devices and a computer keyboard; to see within normal visual range and hear within normal audio range, with or without correction; to communicate orally, in writing and through email to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

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

Technology, Library and Media Assistant	
Personnel Action	Personnel Action Date
Approved by the Personnel Commission	05/05/2014
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Adopted by the Personnel Commission	4/27/2026