

Job Title: **Media Technician**
Job Family: **School Based Support**
Pay Program: **Classified**
Typical Work Year: **9 months**

Job Code: **041123**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G7**

SUMMARY: The Library Media Technician will manage and supervise a high functioning library space along with all instructional materials associated with the library, including library books, student devices, teacher resources, and professional books. The Library Media Technician will provide students and staff support in locating and circulating digital and print resources. The Library Media Technician may also be responsible for managing textbooks.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Support Library Use for Students and Staff: All patrons: Operate the District library software system. Circulate materials, place holds, process overdue materials, inter-library loans, communicate with students and parents, and maintain privacy and accuracy of patron records. Provide leadership and guidance so that all patrons learn to effectively access and navigate the District library system. Students: Manage and assist students in the library space and with accessing print and digital resources, in either small groups or whole classrooms, and have knowledge of the school discipline policy. Teachers and staff: Research and pull library's print resources as requested. Assist with accessing print and digital materials. Library Programming: Provide programming support and/or leadership as needed for: reading aloud to students, book fairs, author visits, library-related events, engaging displays of reading materials to create awareness of available print and digital resources and training and supervision of student aides and volunteers. Coordinate with third party vendors as needed to ensure successful endeavors.	D	35%
2. Manage Instructional Materials: Library Collection: Maintain and care for all instructional materials to ensure they are in good condition. Copy catalog materials to the library collection. Receive and process new print materials. With guidance from the Library Facilitator and/or school materials selection committee, weed sections of the collection and assess resource ordering needs, both print and digital, that support the curriculum and student interests. Work with an approved vendor to organize previews of resources for teaching staff as needed. Perform an annual library inventory with District resources as needed. Create reports to reconcile lost and/or missing books. Contact parents/guardians regarding lost or overdue books. May operate and maintain Bookroom as requested by supervisor. Student Technology: Responsible for circulating student devices, updating status of devices in District library software, distributing them to students, and labeling appropriately. Provide light technical assistance such as resetting passwords, track damaged student devices for repair, and collaborate with the building tech coordinator on procedures for communication about device issues. Communicate with parents/guardians regarding student device issues and manage IT Service Desk tickets related to student devices.	D	35%

3. Managing the Space and Library Technology: Create a friendly, clean, welcoming learning environment in the library media center. Manage library scheduling for use of space/materials/technology. Manage library technology, resolving issues as they arise. Perform clerical duties as needed. Shelf books.	D	17%
4. Library Software and Digital Resources: With guidance from the Instructional Materials Center (IMC), set up policies, school calendar and rules in the District library software. Link digital resources through the online catalog and library management software. Run common and necessary reports. Troubleshoot library management and software problems using IT support, library management software online and phone support. Stay up to date and current with best practices as shared by the District.	D	7%
5. Financial Management: With guidance from supervisor, make thoughtful decisions about waiving or reducing student/staff fines and document decisions. Work with the Office Manager to maintain accurate records. In collaboration with Library Facilitator and the school materials selection committee, place, track and coordinate orders for library and curricular use. Resolve discrepancies with vendors. May create and submit financial reports with the Office Manager, as needed. Help resolve discrepancies with vendors. Manage daily sales of the Book Fair.	W/M	5%
6. Perform other job-related duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or (2) years of college courses (48 hours or more) preferred.
- Minimum of (2) years of experience in a library, school, or office setting.
- Experience working with children required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful candidate will be required to complete a pre-hire post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Time management, organizational and prioritization skills.
- English language skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber security with respect to student and staff data, and related information system.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with basic office software and email programs

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal or Assistant Principal	Varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the library.
- Responsible for assisting with interviewing, hiring and training volunteers or student aides; assisting with planning, assigning and directing work; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Responsible for monitoring library budget, as needed.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl				X
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
55 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	