

PLACENTIA-YORBA LINDA UNIFIED SCHOOL TECHNICIAN
CLASSIFIED JOB DESCRIPTION

MIDDLE SCHOOL LIBRARY/MEDIA TECHNICIAN

DEFINITION

Responsible for the administration, operation and maintenance of a middle school library.

DISTINGUISHING CHARACTERISTICS

Positions in this class are located in middle schools. Position is responsible for performing a variety of technical and clerical duties including circulation, reference, computer usage and record keeping. Positions assigned to this class will have the responsibility to facilitate the selection and purchase of print and non-print materials. Position may be responsible for textbook management and grading students enrolled in the library elective.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the school principal. Exercise technical and functional supervision of students, student assistants and volunteers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Provide assistance to students and staff in the use of library materials and computers; orient students to library functions, uses, and facilities; train, supervise and grade students enrolled in the library elective; maintain library according to policies established by the school administration; maintain a neat, orderly and safe room environment; support appropriate use of the Internet; maintain an environment that will stimulate student interest in library usage; evaluate, order using the on-line requisition system, catalog, process, circulate and shelve books, textbooks and other media materials; facilitate a program that supports the activities in the classroom; maintain automated circulation systems and online catalog library program; weed and conduct inventories of library materials, equipment and maintain appropriate records; notify students, teachers and parents of materials that are overdue and/or lost; account for lost and damaged materials and collect reimbursements as appropriate; mend and repair library materials, equipment and generate work orders as appropriate; develop and implement a schedule that allows for maximum student use of library; administer and monitor the library budget; recruit, train and provide supervision/direction for student aides and volunteers; attend appropriate staff development activities; may be responsible for distribution, collection and inventory of textbooks; may maintain school library web site; perform other duties as assigned.

QUALIFICATIONS

Knowledge and Abilities

Knowledge of modern office practices, procedures, methods, and equipment; knowledge of standard library practices, procedures, and terminology; knowledge of basic reference sources and materials; knowledge of English usage, spelling, grammar, and punctuation; knowledge of basic computer skills and familiarity with software applications commonly used in a school setting; Knowledge of Internet use, related security risks and precautions; ability to process and catalog print and non-print media; ability to assist in the selection of library materials; ability to maintain discipline and motivate students; ability to interact effectively with middle school students; ability to make independent decisions and work effectively in the absence of supervision; ability to establish and maintain cooperative working relationships with those contacted in the course of work; ability to type at a speed necessary to complete work in the reasonable time; ability to understand and carry-out oral and written directions; ability to communicate effectively both orally and in writing; ability to prioritize work and multi-task effectively.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

1 year experience working in a library setting.

Training

A Library Technician Certificate or formal/informal training which provides the ability to read and write at a level necessary for job performance.

Special Requirements

Incumbents must meet one of the following criteria:

- Possess an Associate of Arts (or higher) degree or,
- Have completed 48 units from an accredited institution of higher learning after graduation from high school or,
- Pass District proficiency test in reading/writing, mathematics and the ability to assist in instruction.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

May 2007