

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BILINGUAL ELEMENTARY LIBRARY/MEDIA TECHNICIAN

DEFINITION

Responsible for the administration, operation, and maintenance of an elementary school library.

DISTINGUISHING CHARACTERISTICS

Positions in the class are located in elementary 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 assist in the selection and purchase of print and non-print materials.

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; directly responsible for supervision of students using the library/media center; 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, catalog, process, circulate and shelve books and media material; support classroom reading comprehension and language development through a variety of library oriented activities; coordinate with staff to assure collection supports curriculum; 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; maintain the library calendar and scheduling; administer and monitor the library budget; recruit, train and provide supervision/direction for students and volunteer; attend appropriate staff development activities; may maintain school library web site; perform other duties as assigned.

QUALIFICATIONS

Knowledge and Abilities

Ability to establish and maintain effective communication with ESL students and the instructional staff. Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to serve as an interpreter and translator.

QUALIFICATIONS (Cont'd)

Knowledge and Abilities

Knowledge of English and second language usage, spelling, grammar, and punctuation. 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 do simple reference work; ability to assist in the selection of library materials; ability to maintain discipline and motivate 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 a reasonable time; ability to understand and carry-out oral and written directions; ability to communicate effectively both orally and in writing.

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 with children

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