

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Library Media Technician- Elementary	REPORTS TO:	Principal
DEPARTMENT:	Elementary School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-24/CSEA 125 Salary Schedule

(Former Classification: Library Media Technician I)

BASIC FUNCTION:

Under the direction of a site administrator, perform a variety of technical clerical functions in support of an elementary school library including the selection, acquisition, circulation, maintenance and distribution of books, textbooks, instructional materials, other educational materials and equipment to provide students access to a variety of quality learning options; work independently and assist students and teachers in the use of library/media resources to demonstrate the desire to contribute in the education of students at a high level.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Oversee and provide library services at an assigned elementary school library center; assist students in checking out the proper level of books to excel in the reading program at the school site; enter or update data into the library information system to ensure the accuracy of information and the materials checked out and returned; may train student helpers and family volunteers as needed in accordance with Education Code. *E*

Assist students, families and teachers in the selection and location of books, periodicals, articles and other media materials to support students to excel in reading, writing, and math. *E*

Organize and maintain library books, textbooks and other media material for the library in a reasonable, timely manner to provide students access to quality learning options and a variety of learning materials; research publishers and receive price quotes; purchase materials according to established guidelines; process new library materials and textbooks such as bar-coding, laminating, labeling, cataloguing and leveling . *E*

Instruct and assist students in the use of the computerized on-line access catalog; assist individuals and groups of students in the use of basic reference sources in finding and selecting materials; assist the teacher in the monitoring of students taking the computerized reading program tests and provide reports and record keeping. *E*

Select and read books aloud to classes to promote and encourage an interest in reading to demonstrate the desire to assist in the education of students at a high level. *E*

Operate a variety of library/media center equipment to meet the needs of students, families and staff. *E*

Assist students with basic word processing or other computer program needs for specific projects. *E*

Maintain accurate records of overdue materials and send notices to students, families and teachers in a reasonable, timely manner; collect fines for overdue, damaged or lost books; maintain appropriate files and records. *E*

Prepare appropriate library displays, signage, bulletin boards, and seasonal bibliographies as needed; maintain an orderly library/media center environment. *E*

Maintain discipline and order within the library/media center to provide a safe, learning environment encouraging students to achieve their personal best; follow discipline procedures according to site and library established guidelines. *E*

Coordinate, repair and maintenance of damaged library materials and send equipment for repair as necessary to meet the needs of the students and staff. *E*

Perform record keeping duties such as filing, copying and data entry related to assigned activities. *E*

Maintain and coordinate library schedule with teachers and/or site administrators as directed to support students to excel in reading, writing and math. *E*

Assist in coordinating and organizing book fairs or other reading promotion events as needed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level training in library technology and two years experience working in a library or instructional setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current library and office practices, procedures and terminology.
- Basic Dewey Decimal System and computer cataloging system.
- Library reference materials and resources.
- Filing, indexing and inventory procedures.
- Accurate record-keeping techniques.
- Correct English usage in oral and written communication skills, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Current library information and management system and other software programs used to perform current duties.
- Operation of various office equipment including but not limited to computers, fax machines, copiers and Typewriters.

ABILITY TO:

- Learn, comprehend, apply and explain policies, procedures, rules and regulations pertaining to current position.
- Organize and shelve library materials.
- Work with school-age children.
- Assist students and staff in the selection and location of library materials.
- Check books and materials in and out at the circulation desk.
- Maintain library in a neat and orderly condition.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Monitor library budget, maintain records and prepare reports.
- Communicate, understand and follow both oral and written directions effectively.
- Monitor and maintain acceptable student behavior in the library.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Elementary school library environment; constant interruptions; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, bending, reaching, stooping, and moderate lifting of library materials; seeing to read books and media materials; pushing and pulling carts; sitting, walking and standing for extended periods of time; reaching horizontally and above the shoulders to shelve and reach books; dexterity to operate a computer keyboard and standard library equipment; hearing and speaking to exchange information in person or on the telephone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions