

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Library Media Technician- High School	REPORTS TO:	Principal or Assigned Supervisor
DEPARTMENT:	High School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-26/CSEA 125 Salary Schedule

(Former Classification: Library Media Technician III)

BASIC FUNCTION:

Under general direction of a site administrator or assigned supervisor, perform library functions at a high school, including organization, distribution, and storage of library and other educational materials to provide students access to a variety of quality learning options; check books, textbooks, and materials in and out at the circulation desk; process and shelve library materials and textbooks; assist students and staff in the selection of library materials to demonstrate the desire to support students to learn at grade level and beyond; train and provide oversight to student helpers, volunteers and other assigned staff.

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 high school library/media center; provide informational, clerical, technical and library service to staff and students; promote student usage of the library to assist students to achieve their personal best and learn at grade level and beyond; enter or update data into the library information system to ensure the accuracy of information. *E*

Assist teachers in researching materials for classroom use in support of students to excel in reading, writing, and math; notify teachers of newly-arrived books applicable to classroom topics or themes; check out audio-visual equipment to teachers; operate computerized reference resources to assist students and teachers with research. *E*

Assist in selecting and ordering library books, textbooks and other media material for the library in a reasonable, timely manner as needed or directed by the assigned supervisor to provide students access to quality learning options and a variety of educational materials; assist in the research of publishers and receive price quotes; assist in purchasing of materials according to established guidelines to meet the needs of students and teachers. *E*

Oversee school-site audio-visual service as assigned; establish and maintain accurate database of all library and media center equipment as directed. *E*

Check books and materials in and out; process returned books in a reasonable, timely manner and place in appropriate shelf location to meet the needs of students and teachers. *E*

Conduct demonstrations in the use of the library information system. *E*

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

Assist students in locating and selecting desired or needed materials from book shelves or with the use of the computerized on-line access catalog system and subject bibliographies; maintain the computerized on-line access catalog as needed to meet the needs of the students and staff. *E*

Orient and provide oversight and expectations to student helpers and volunteers. *E*

Assist in the coordination of schedules with the appropriate staff for the use of instructional materials, library and lab facilities; prepare or fill orders for materials received from teachers or staff as directed; package and coordinate the distribution of materials to appropriate classrooms and/or students in a reasonable, timely manner to provide students access to quality learning materials . *E*

Assist individuals and groups of students in the use of basic reference sources in finding and selecting materials; assist in monitoring students taking the computerized reading program tests as necessary; monitor student usage of website or internet according to established guidelines for the safety and protections of the students. *E*

Operate a library information system to maintain accurate record of overdue materials and send overdue notices to students, family, and teachers in a reasonable, timely manner; enter or update data into the library information system to ensure the accuracy of information; collect fines and payments for overdue, damaged, and lost items; prepare receipt of fines collected. *E*

Prepare and maintain a variety of records and reports related to assigned activities; submit information to appropriate personnel and departments as required. *E*

Assist in preparing appropriate library displays, signage, bulletin boards, and seasonal bibliographies as needed to create a learning environment encouraging students to stay in school on target to graduate; maintain an orderly library/media center environment. *E*

Assist in maintaining 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.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school with two years college-level training in library technology and three years experience in a library or media center environment.

LICENSES AND OTHER REQUIREMENTS:

Library Technology Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current library practices, procedures and terminology.

Dewey Decimal System and card/computer cataloging system.

Library reference materials and resources.

Audio-visual equipment and modern media materials.

District curriculum, reading levels and appropriate reference materials.

Filing, indexing and inventory procedure.

Current office practices, procedures and equipment.

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 to 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.

Check books and materials in and out at the circulation desk.

Organize and shelve library materials.

Work with high school-age children.

Process a variety of library materials

Monitor and maintain acceptable student behavior in the library.

Maintain library in a neat and orderly condition.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Maintain accurate records and prepare reports.

Communicate effectively both orally and in writing.

Train and provide work direction to others.

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:

High 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 of hands and fingers 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

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