

## Sheepscot Valley Regional School Unit 12

### SCHOOL LIBRARY MEDIA TECHNICIAN – JOB DESCRIPTION

#### REQUIRED QUALIFICATIONS:

1. Three or more years of post-secondary education, or 90 semester hours approved study, or equivalent, in an educationally related field
2. Appropriate Department of Education Authorization
3. Strong computer skills
4. Excellent communication skills
5. Strong organizational skills

#### DESIRED QUALIFICATIONS:

1. Prior experience working in a school or library preferred.
2. Prior experience working with computers and other technology preferred.
3. Knowledge of child development.
4. Familiarity with children's and young adult literature.
5. Ability to work independently and as a member of a team.
6. Ability to multi-task.
7. Ability to maintain effective and appropriate relationships with students, parents and all school department staff.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** Coordinates activities to ensure smooth operation of the library-media center and information technologies. Assists the Principal and staff by ensuring that school procedures and routines are implemented to aide in the smooth and responsive operation of the school.

#### PERFORMANCE RESPONSIBILITIES:

1. Works with the district Librarian to maintain the proper functioning of technology use in the libraries and media center.
2. Instructs and supervises students and classes in library skills and use of the library in accordance with established procedures, rules and schedules.
3. Encourages reading and use of technology and promotes the library as an integral part of the school.
4. Maintains circulation of books and materials from library.
5. Maintains library materials, shelving and furniture in neat and accessible fashion. This includes book repair and preparing materials for cataloging and circulation.
6. Responds to teachers' requests for resource materials.
7. Assists in the development of budgetary recommendations related to the operation of the library/media center in conjunction with the building administrator.
8. Initiates requisitions to the building administrator of materials approved in the budget using approved selection materials and guidelines.

9. Compiles annual inventory and maintains records of all library materials and equipment.
10. Makes recommendations regarding disposition of outdated or inappropriate library/media materials.
11. Initiates and coordinates acquisitions of materials through inter library loan systems.
12. Performs such other related duties and responsibilities as may be assigned.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**TERMS OF EMPLOYMENT:** As specified by contract and clarified by individual letters of employment

**EVALUATION:** Performance of this job will be evaluated in accordance with the responsibilities listed in this document.

(Adopted Revision by SVRSU Board April 13, 2017)