

*Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.*

**R.S.U. No. 67**  
**Chester, Lincoln, Mattawamkeag**  
**Job Description**

**Title:** Mattanawcook Academy Library Media Educational Technician

**Qualifications:**

- Possesses at a minimum, authorization as an Educational Technician II;
- Has a basic knowledge of budgeting, ordering and maintaining all library equipment, books and materials; of certain computer programs, office equipment and the Dewey Decimal System; and of young adult literature and the research process; and
- Such alternatives to the above qualifications as may be appropriate.

**Reports to:** Building Administration

**Job Goals:** To help support the District's mission to provide a safe, caring, supportive environment which challenges individuals to fulfill their potential as lifelong learners and responsible contributing citizens in school by working with the librarian to operate and maintain an efficient library that will positively impact learner learning and school operation.

**Responsibilities:**

- Maintain, organize and ensure the day-to-day operation of the school library;
- Oversee the general neatness and attractiveness of the library and its displays;
- Collaborate with teachers to develop ways to integrate the library, library skills and research skills into the curriculum;
- Assist learners and staff in locating library resources;
- Stay current with school library materials and act as a resource to staff and learners searching for materials or books;
- Promote library materials and resources to learners and staff;
- Assist students with library skills and research strategies;
- Continue to be a lifelong learner and stay current and up-to-date with technologies, library skills and materials;
- Regularly evaluate the library media collection to keep it current, relevant, and in usable form;
- Maintain necessary library records and inventories;
- Work with school administration to ensure that borrowed materials are returned and lost or damaged materials are appropriately invoiced,
- Is responsible for the daytime ITV classes and assistance to those learners;
- Prepare and administer the library budget;
- Assist teachers with maintaining appropriate, proper student discipline;
- Assist with other school duties, as needed or requested by administration; and
- Perform job-related functions, as deemed necessary and appropriate to fulfill the job goal.

**Work Schedule:** 181 days, with no extra summer days

**Evaluation:** Evaluations shall be completed, annually, by the building principal in accordance with the current collective bargaining agreement.

Adopted: November 7, 2007

Revised: May, 12, 2015