



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

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Morton Jr/Sr High School

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

Morton Elementary School

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

Job Title: **Librarian Technician**

Reports To: **Building Principal**

Job Summary

This position assists teaching staff in K-12 classroom settings by performing instructional tasks in small groups and one-on-one settings and provides student supervision; provides assistance and supervision of students during lunch and/or assigned recesses to ensure a positive and safe environment.

Essential Duties and Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all district policy(ies) and procedures.
2. Assists students with lesson assignments individually, in groups, or in classes.
3. Tutors students individually or in small groups to reinforce and follow-up learning activities.
4. Troubleshoots all audio-visual (A/V) equipment and technology in the library.
5. Knows and uses the Dewey Decimal System.
6. Catalogs and processes new books and equipment.
7. Repairs, covers, and binds damaged books.
8. Works with certificated staff and students to regularly access the library/media center and its resources.
9. Plans, develops and encourages selection and purchase of age/interest-appropriate literary and media materials in collaboration with students and staff.
10. Evaluates the media program continuously and plan for future growth and development with the building administration and teachers.
11. Supervises students during library visits.
12. Process check-ins and check-outs of books, periodicals, reference materials, audio-vision (A/V) equipment, and technology to staff and students before, during, and after school.
13. Coordinates and sets-up special events, book fairs, and book drives inside and outside the library.
14. Maintains circulation records for library books, reference materials, periodicals, textbooks, audio-visual (A/V) equipment, and technology.
15. Inventories, orders, and stocks library supplies as needed.
16. Maintains current records, tracks overdue and lost books, creates accounts for patrons, and manages student library cards.
17. Works directly with students with a variety of special needs.
18. Assists special education students in achieving goals and providing supplemental support.
19. Assists students with tracking assignments and managing behaviors.
20. Implements Individual Education Plan (IEP) modifications at the teacher or administrator's request.

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, bbrooks@morton.k12.wa.us.

21. Confers with teaching staff on the progress of students.
22. Attends IEP meetings as requested.
23. Plans daily activities and instruction for students under the direction of a teacher or administrator.
24. Oversees and supervises students during classroom activities in the library, on field trips, at lunch, recess, hallways, gym, and other areas as assigned, ensuring safety and security at all times.
25. Assists office staff and teachers with various clerical duties, including answering telephones, routing telephone calls or messages to appropriate staff, filing, typing, duplicating materials, and operating general office machinery, including but not limited to photocopy computers and fax machines.
26. Presents subject matter to students, utilizing various methods and techniques such as lectures, discussions, and supervised role-playing.
27. Assists with the physical needs of students (carry books, clearing access ways, etc.) and use appropriate restraint techniques if required to control students.
28. Maintains student records, attendance records, and files; if requested by the administration.
29. Maintains a safe environment for students at all times.
30. Escorts and supervises assigned students to various classes.
31. Administers District, state, and/or federal testing, as requested.
32. Maintains discipline in the absence of the teacher.
33. Circulates throughout the cafeteria during mealtime. Helps students by opening packages and milk cartons.
34. Cleans up spills and provides additional assistance as needed.
35. Assists students through cafeteria lines in an orderly fashion.
36. Assists in cafeteria clean-up.
37. Assumes responsibility for play equipment.
38. Directs students' movement to and from various locations in an organized manner, such as the playground, lunchroom, classroom, gym, library, and outdoor areas.
39. Responds to an emergency (injured students, fights, etc.) to resolve immediate safety concerns.
40. Follows prescribed daily schedule as outlined by the teacher or administrator.
41. Provides verbal and/or written feedback of observations to assist certificated personnel in evaluating students.
42. Assists in grading assessments, progress monitoring, assignments, and/or other items if the administration requests.
43. Assists in bus loading and unloading.
44. Substitute for other classified positions as directed by supervisor, such as, but not limited to: classrooms, special education, food service, and custodial.
45. Assists staff in the set-up and maintenance of the classroom, materials, and supplies.
46. Assists staff in scheduling appropriate meetings and completing paperwork.
47. Assists in developing educational materials (copying, typing, laminating, etc.) if requested to do so by administration.
48. Assists students with managing behaviors and resolving conflicts.
49. Participates effectively at regular team meetings with the teacher and other staff using appropriate social skills, problem-solving, and conflict resolution strategies.
50. Evaluates student injuries, determine the course of action, performs minor first aid, and completes required paperwork in compliance with District policy(ies).
51. Reports safety, sanitary, and fire hazards immediately to the supervisor.
52. Maintains appropriate certifications and training hours as required.
53. Complies with applicable District, state, local, and federal laws, rules, and regulations.
54. Professionally represents the school and the District in interactions with parents, community, staff, and students.

55. Attends work regularly and is punctual.

Marginal Duties and Responsibilities

The marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend in-service training.
2. Attend staff meetings.
3. Reports issues to authorities, animal control, suspicious activity, etc.

Supervisor Responsibilities

All school employees are responsible for supervising students and maintaining a safe environment.

Qualifications

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from a two-year college or technical school or at least one-year related experience and/or training or equivalent combination of education and experience is preferred. Must be highly qualified under the reauthorization of ESEA. Maintains required Liberian documentation for payscale.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to present information and respond effectively to students and other school staff questions in one-on-one, small group situations. Ability to respond verbally to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate rate, ratio, figures, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to apply common sense understanding to complete instructions furnished in written, oral, schedule, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet, and word processing software, spreadsheets, Google Docs, Microsoft Office, and Skyward are preferred. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, and community members. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the district, including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, Washington Food Handler card, bloodborne pathogen training, and blood spill training.

Physical Demands

The physical demands described here must be met by an employee to perform this job's essential functions successfully. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

Work Environment

The work environment characteristics described here is representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodation may enable individuals with disabilities to perform essential functions.

The work environment combines a standard office setting, including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon the student population and activities. The employee is occasionally exposed to wet or humid and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

Other

n/a

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) whenever it deems advisable. The district may not violate any federal, state, or local law, regulation, or contract in addition to modifying or deleting this job description or the position itself.