

CENTRAL SCHOOL DISTRICT

Job Title: Library Media Technician

Occupational Group: Instructional

Reports to: Principal/Designee

Pay Range: 20

Date of Board Approval: 7/18/2021

Work Year: 10 months

DEFINITION

Under general supervision, perform varied clerical duties and educational support services in the operation of a school library media center; order, process, shelve, distribute and receive all types of library media; assist in providing instruction to individual or groups of students; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent
- Coursework or training in library media operations or equivalent
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

Experience:

- Minimum of one, preferably two years of responsible experience involving the operation of library, media center, bookstore; or experience working with multi-age groups of children.

Knowledge and Abilities:

Knowledge of:

Library terminology, practices, procedures and equipment; basic concepts of child growth, development, and instructional techniques; student behavior management strategies; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer; record keeping; appropriate literature for students.

Ability to:

Demonstrate an empathetic, patient and receptive attitude with students; ability to type accurately and proficiently; utilize instructional materials and procedures; understand and carry out oral and written directions; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; meet schedules and timelines; work independently; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Assist individual students and small groups in all aspects of an instructional library system. E
2. Maintain an automated circulation and distribution system. E
3. Requisition, inventory and maintain textbooks, library books, periodicals, instructional materials, media equipment and cash receipt records. E
4. Provide direction and assistance to student library aides and parent volunteers. E

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5. Recommend books and materials from the library to students, staff and community. E
6. Assist in the scheduling of library use. E
7. Support instructional personnel with the preparation and presentation of learning materials. E
8. Train students and staff in the proper use of library resources. E
9. Assist students with materials to help them meet academic standards.
10. Assist in the management of student behavior through the use of positive reinforcement strategies and techniques. E
11. Support school-wide reading incentive programs. E
12. Read to individual students and groups of students. E
13. Assist students in the operation of a variety of instructional assisted technology. E
14. Maintain a variety of records and files, which may include confidential and sensitive information. E
15. Assist in maintaining an orderly, attractive and positive learning environment. E
16. Repair and mend damaged books and other instructional material.
17. Work cooperatively with school site and district staff. E
18. Administer, score and record a variety of assessments.
19. Supervise and monitor students both inside and outside of classroom.

WORKING CONDITIONS

Classroom environment, both indoor and outdoor; possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.