

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Library Technician

DEFINITION:

Under the general supervision of the administrator in charge, assist students and staff with media center use. Perform library tasks using current technology. Provide specialized hardware, software, and training support services to students and faculty. Plan, organize, and schedule media center activities.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Develops and maintains a total library program suitable for staff and students. Provides an atmosphere for both learning and enjoyment.
- Develops and presents lessons to classes that introduce them to the library and its system, including library skills and knowledge, use of the internet to gather information, and the use of books for learning and pleasure
- Conducts oral reading activities, using a variety of techniques and supplementary materials
- Operates the circulation desk; accurately check books in and out; shelves books; assists students and staff in locating materials
- Maintains and makes available to teachers instructional materials and/or media resources related to current curriculum and that meet common core standards
- Maintain inventory, develop and track annual budget, and coordinate expenditures with site and district office staff
- Selects, orders, and processes all new books and materials and weed the collections using state guidelines
- Performs a variety of clerical duties, including maintaining records and data; provide statistical reports, as needed; send overdue notices; process payments for lost and damaged materials
- Develops and construct motivational bulletin boards and displays, particularly ones that emphasize multi-cultural events, cooperative community projects, diversity, and inclusiveness
- Develops and prepares, together with school staff, a school-wide schedule indicating library sessions and time scheduled
- Operates, safely and effectively, all library related equipment
- Participates in professional meetings and seminars
- Plans and conducts book fairs to raise funds for collections, materials, supplies, and technology
- Monitors technology systems performance; consults vendors as needed
- Coordinates the media center schedule for operations and activities, assuring the safe and proper use of equipment by students and staff

- Other related duties as assigned

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Automated library systems
- Library terminology and reference tools
- Standard media center practices and techniques
- Current technology used in the library
- Mac and PC computer hardware and Chromebooks
- School library atmosphere

ABILITY TO:

- Manage and maintain the library collection, making independent decisions and working with minimal supervision
- Prepare lesson plans and present classroom experiences
- Maintain current and accurate records
- Relate positively to students, staff, and the public
- Maintain a cooperative relationship with those contacted in the course of work
- Exercise responsibility and independent judgment
- Understand and apply rules, regulations, procedures and policies
- Communicate effectively verbally and in writing
- Analyze situations and adopt a course of action to solve problems
- Train and provide direction

EXPERIENCE:

- A minimum of one year in a library setting, or one year office experience, with similar responsibilities
- One year working with children or youth related activities

EDUCATION:

- High School diploma or equivalent

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

PHYSICAL DEMANDS:

Sitting: 30% Standing: 50% Walking: 20%

Body Movement (Frequency)

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): up to 25

Lifting: 3 Bending: 3

Reaching Overhead: 3

Pushing and/or Pulling Supplies, Materials, Equipment: 3

Kneeling or Squatting: 3

Revised: 5/20/97

Approved: 6/3/97

Updated: 10/19/16

Revised by Classification Study Committee: May 8, 2017

Approved: 5/1/18