



Job Description

Title: School Library Technician	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 18
Department: School Site Library	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of the Principal, perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site; process new books and instructional materials; participate in the cataloguing of books and instructional materials.
- Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use.
- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system and bar codes; shelve returned books and materials; collect student late fees and prepare related correspondence.
- Instruct students in proper methods of utilizing library and reference materials; assist students with utilizing computers for research projects; monitor and maintain acceptable student behavior.
- Assist students with age-appropriate reading materials; read stories aloud to students and classes.
- Monitor inventory levels of textbooks, instructional materials and other library supplies; recommend new purchases as assigned; maintain and perform minor repairs on books and equipment as needed.
- Input, process and receive library material and textbook orders; prepare materials for introduction into the library materials collection; prepare labels; affix identification and bar-code labels to materials; input related information into assigned computer system.
- Operate a variety of office and library equipment including a calculator, copier, fax machine, computer and assigned software.
- Maintain a variety of records related to library books, instructional materials, student information, inventory and assigned activities; establish and maintain filing systems.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Maintain a clean and orderly library environment; assist and participate in book fairs as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

School Library Technician

- Modern office practices, procedures and equipment.
- Basic library methods, practices and terminology.
- Basic reference and cataloging techniques.
- Basic instructional methods and techniques.
- Operation of a computer and assigned software.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic research methods.

Skills/Ability to:

- Perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Type and input data at an acceptable rate of speed.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Operate a variety of office equipment including a computer and assigned software.
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations.
- Monitor and maintain acceptable student behavior in the library.
- Understand and follow oral and written instructions.
- Complete work with many interruptions.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One year of general clerical or library experience.

Licenses, Certifications and other Requirements:

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor student behavior.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching to shelve and retrieve library materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

