LIBRARY MEDIA TECHNICIAN – MIDDLE SCHOOL

DEPARTMENT/SITE: School Site	**SALARY SCHEDULE:** Classified Bargaining Unit **SALARY RANGE:** 16 **WORK CALENDAR:** 211 Days
REPORTS TO: Principal/Site Administrator	**FLSA:** Non-Exempt

PURPOSE STATEMENT:
Under the general direction of the Principal/Site Administrator, the Library Media Technician – Middle School maintains the library collections at a middle school site; identifies age-appropriate resources for students and teachers utilizing library resources and selects appropriate items in support of classroom instruction; keeps the library a clean and inviting setting; and performs clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials. The incumbents in this classification provide the school community with library services which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS
Positions in this class perform library support for students and teachers at a middle school. This class differs from the Library Media Technician – Elementary School class that works in an elementary school and the Library Media Technician – High School working in a high school.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists teachers, students, and administrators in identifying resource materials for use in classroom and/or class assignments.
- Assists students with the check-in/check-out of instructional technology devices for the purpose of providing students with the technology necessary to access digital curriculum and instruction. This includes assisting the Information Technology Department staff in following District and school site processes for the check-in/check-out of student loaners, student device replacement, and student device returns.
- Coordinates special events on request (e.g., Book Fairs, reading contests, pizza parties) to promote reading.
- Evaluates books and/or periodicals for retention within the collection and repair damaged books or recommend the retirement of books and/or periodicals to ensure the availability of books and library materials.
- Maintains a clean, attractive setting with seasonal and other themes to create an inviting learning environment.
- Maintains materials inventory by researching and purchasing library books, textbooks, library hardware/software, media equipment, and related instructional materials to provide up-to-date references and ensure the availability of materials when required.
- Monitors student activities, handles behavior issues and maintains a quiet and safe environment conducive to learning.

- Orders office supplies and equipment (e.g., laminating film, book jackets, paper, pens) to ensure availability as needed.
- Participates in unit meetings, in-service training, workshops, etc., to convey and/or gather information required to perform functions.
- Performs circulation activities (e.g., item check-in and checkout, lists of overdue items) to record and control the use, location, and availability of items in the collection.
- Performs general clerical duties to support the library and instructional program.
- Prepares manual and electronic documents and reports (e.g., collection statistics, scheduling reports/requests, renewal information, overdue lists, fines) to provide documentation and information to others.
- Processes library books, periodicals, and related media materials (e.g., logging into the online catalog, barcoding, shelving, and producing required reports) to provide students and staff with the required materials.
- Processes notices of missing, damaged, or overdue books, media, and materials; collects and processes fines in order to provide and/or maintain access to library resources and secure reimbursement for losses.
- Read stories to students with appropriate emphasis and style.
- Responds to inquiries from students, staff, and parents (e.g., availability of books, finding appropriate reference documents, Chromebook support, status of overdue fines) by providing information and/or direction as required.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES
(At time of application)

Knowledge of:
- Library practices
- Dewey decimal system
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, spelling, and punctuation
- Computer and Internet operations and pertinent software applications
- Operation of standard office equipment
- Student behavior and psychology at middle school age

Skills and Abilities to:
- Communicate effectively in writing and orally
- Understand complex, multi-step written and oral instructions
- Schedule activities, meetings, and/or events
- Gather and/or collate data
- Establish and maintain effective working relationships
- Be organized, adaptable and flexible
- Read stories to students in an effective, interesting way

RESPONSIBILITY:
Responsibilities include working under general supervision using standardized routines, leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:
(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:
High School diploma or equivalent. Completion of 48 units from a nationally accredited college or university, or A.A. degree or higher, or the passage of a local assessment test.

EXPERIENCE REQUIRED:
One and a half (1.5) years of working in a school or community youth organization, with library experience preferable.

LICENSE(S) REQUIRED:
   None required

CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain the following:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam B through the District's provider at the District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations.*)
- The job is performed indoors under minimal temperature variations and in a generally hazard-free environment
- Requires extensive standing and walking
- Lifting, carrying, pushing, and/or pulling objects of moderate weight, such as books and supplies
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and place books and other materials
- Dexterity of hands and fingers to operate a computer keyboard and handle books and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen