

Madera Unified School District Classified Job Description

Library Media Technician – High School

Purpose Statement

The job of Library Media Technician – High School was established for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at a high school or adult school/alternative educational site; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, computer lab materials and/or textbooks.

This job reports to Principal / Site Administrator.

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in the classroom and/or class assignments.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals) for the purpose of ensuring the availability of books and library materials.
- Maintains a clean, attractive setting for the purpose of creating an inviting learning environment.
- Maintains material inventories (e.g. library books, textbooks, library and computer lab hardware/software, media equipment, and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities (e.g. library, computer lab, etc.) for the purpose of maintaining a safe environment conducive to learning.
- Orders supplies and equipment for the purpose of ensuring availability as needed.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items) for the purpose of controlling the use, location and availability of items in the collection.
- Performs general clerical duties for the purpose of supporting the instructional program.

- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, fines, costs, LOP list, purchase orders, textbook checkouts, etc.) for the purpose of providing documentation and information to others.
- Processes library books, periodicals, textbooks, software and related media materials (e.g. logging into master files; barcoding, shelving, cataloging, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Processes new student library cards, notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Provides flexible library times (e.g. during school, before school, after school, etc.) for the purpose of ensuring participation for all students, teachers and/or administration.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Trains assigned personnel for the purpose of ensuring library policies and procedures are used in performing job functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; use of technology; and providing student supervision.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations; and an understanding of the Dewey decimal system.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to

identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; and being organized, adaptable and flexible.

Responsibility

Responsibilities include: working under direct 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 effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 15% walking, and 75% standing. The job is performed under some temperature extremes and in varying atmospheric conditions.

Minimum Qualifications

Experience Two years of working in a school or community youth organizations.

Education High School diploma or equivalent.

Completion of forty-eight units from a nationally accredited college or university, or A.A. degree or higher or the passage of a local assessment test

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(B)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 18