

## **Madera Unified School District Classified Job Description**

### **Library Media Technician - Elementary**

#### **Purpose Statement**

The job of Library Media Technician - Elementary was established for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at an elementary school 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.

This job reports to Principal / Site Administrator.

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#### **Essential Functions**

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Coordinates special events on request (e.g. Book Fairs, pizza parties, etc.) for the purpose of promoting reading.
- 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 materials inventory (e.g. library books, library 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 for the purpose of maintaining a safe environment conducive to learning.
- Orders supplies and equipment (e.g. Accelerated Reader tests, Rigby tests, projector lamps, laminating film, etc.) 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, etc.) for the purpose of providing documentation and information to others.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files; barcoding, shelving, 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.
- 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.
- Schedules library times for classrooms for the purpose of ensuring participation for all students and their teachers.

#### **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 potential need to 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 understand complex, multi-step written and oral instructions. 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, meetings, and/or events; gather and/or collate 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 wide diversity of individuals; work with similar types 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 limited to



moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; 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 minimal temperature variations and in a generally hazard free environment.

### **Minimum Qualifications**

**Experience** One year of working in a school or community youth organization.

**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 15