



Job Description
Prepared/Revised: December 2018

Job Title: **Media Technician**
 Job Family: **School Based Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **041123**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 16**

SUMMARY: Responsible for the smooth and efficient operation of the school library media center. Manage and supervise a high functioning library space, as well as all technology associated with the library. Provide students and staff with support for digital and print resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
<p>1. Support for Instruction: students and staff All patrons: Operate district library software system. Circulate materials, place holds, process overdue materials, inter-library loans, communicate with students and parents, and maintain privacy and accuracy of patron records. Provide programming support and/or leadership as needed for: reading aloud to students, book fairs, author visits, library-related events, engaging displays of reading materials to create awareness of available print and digital resources and. training and supervision of student aides and volunteers. Provide leadership and guidance so that all patrons learn to effectively: access and navigate the district library system. Students: Manage and assist students in the library space, either in small groups or whole classrooms, and have knowledge of the school discipline policy. Teachers and staff: Research and pull library’s print resources as requested. Assist students and staff in accessing print and digital materials. Engage with them in a way that helps them gain confidence in using the library resources and space. May operate and maintain Bookroom.</p>	D	60%
<p>2. Managing the Space, Collection and Library Technology: Manage library space and technology calendars for use of space/materials. Manage library technology, resolving issues as they arise. Perform clerical duties as needed. Replace and/or remove materials that are old or obsolete. Library collection: Copy catalog materials to the library collection. Receive and process new print materials. Shelf books. Weed sections of the collection with the assistance of the District Library Services Coordinator. Create a friendly, clean, collaborative learning environment in the library media center. Fill teacher and student materials requests as needed, conducting research as necessary. Collaborate with teachers to assess resource needs, both print and digital, that support the curriculum, as needed. Work with an approved vendor to organize previews of resources for teaching staff as needed. Perform an annual library inventory with District resources as needed. Create reports to reconcile lost and/or missing books.</p>	D	20%
<p>3. Library Software and Digital Resources: Set up policies, school calendar and rules in the district library software. Link digital resources through the online catalog and library management software. Run common and necessary reports. Troubleshoot library management software problems using AD12 support, library management software online and phone support.</p>	D	10%
<p>4. Financial Management: Make thoughtful decisions about waiving or reducing student/staff fines and document in LMS. Work with the Office Manager to maintain accurate records. Place, track and coordinate library and digital literacy purchases, including, but not limited to books, ebooks, and supplies for the library, as needed, with guidance from the Office Manager and Principal. Resolve discrepancies with vendors. May create and submit financial reports with the office manager, as needed. Communicate with vendors, staff members and principal for new book purchasing.</p>	M	5%
<p>5. May plan, prepare and manage daily sales of the Book Fair. Promote Book fair to staff and students and coordinate volunteers. Coordinate with third party vendor to ensure successful endeavor.</p>	Q	3%

6. Perform other job related duties as assigned.	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two years of college courses (48 hours or more) preferred.
- Minimum of 2 years of experience in a library, school or office setting.
- Experience working with children required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful candidate will be required to complete a pre-hire post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Time management, organizational and prioritization skills.
- English language skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with basic office software and email programs

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal or Assistant Principal	Varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the library
- Responsible for assisting with interviewing, hiring and training volunteers or student aides; assisting with planning, assigning and directing work; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for monitoring library budget, as needed.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl				X
Talk			x	
Hear				X
Taste	X			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

