

PERSONNEL

LIBRARIAN TECHNICIAN 1
Salary Schedule 5 Range 4.5

DEFINITION

Under the supervision of the District Librarian and/or School Site Administrator, the Library Technician I will perform cataloging, record keeping, online services, circulation, reference and record keeping. The Technician will supervise and maintain order and direct student conduct on campus and do work as assigned.

EXAMPLES OF DUTIES

- Processes books, magazines, ~~and~~ other media materials; and instructional materials
- Collects and provides notification and follow up on overdue materials
- Supervises students using the library or computers and maintains discipline as necessary
- Answers questions regarding basic reference materials, procedures, and use of the library facility
- Reads to children
- Shelves materials
- Assists in taking inventory
- Performs related duties as required

DESIRABLE QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar and punctuation;
The general needs and behavior of children;
Techniques and methods of youth supervision;
School rules pertaining to student behavior;
Computers

Ability to:

1. Establish and maintain cooperative and effective working relationships with adults and children.
2. Perform a variety of routine clerical work.
3. Understand and follow oral and written directions.
4. Operate a typewriter and computer
5. Analyze situations accurately and adopt an effective course of action; establish and maintain the confidence and cooperation of persons contacted in the course of the work.
6. Work with students tactfully and courteously in situations requiring diplomacy and firmness.
7. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- | | | | |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

3 a. Ability to sit for extended periods of time.

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- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 2 i. Ability to reach all directions.

EXPERIENCE:

Some work experience involving contact with children in an educational setting. Basic computer skills including excel, and word. Experience and knowledge of school software i.e. Follett, Accelerated Reader, Study Island and Learning.com.

EDUCATION:

Proof of High School Diploma (or GED) AND rigorous standard of quality on formal state assessment or local assessment OR achieving 48 units of study at an institution of higher learning; OR obtaining an aa degree or higher.

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: February 12, 2002

Revised: June 14, 2011

Revised: April 27, 2020