

# Elmhurst District 205

Library and Technology Facilitator  
Madison Early Childhood Center

**Supervisor:** Building Principal

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**Classification:** 2

**FLSA Status:** Non-exempt

**Prepared Date:** 7/8/20

## Summary

The position of the Tech & Library Facilitator is done for the purpose of supporting students and staff in the use of technology and access to Library/Media Center resources in order to promote and support the educational program at Madison.

## Essential Functions

- Perform all library technology and technology related activities in support of teachers and students.
- Manage the library circulation desk and provide reading and research materials while assisting students and staff.
- Manage and maintain the library resource collections both in analog and digital format.
- Works collaboratively with building staff and the District Technology Department to support the deployment, inventory, maintenance and use of technology in the school setting.
- Collates teacher suggestions for materials and submits to building secretary for purchasing.
- Provides technology support to all teachers, certified staff, and support staff including iPad app requests and general technology troubleshooting.
- Troubleshoots basic technology issues and concerns and maintains computer hardware and software
- Execute minor repairs like inserting missing screws, reinserting keys dislodged from keypad.
- Perform first-level technology hardware and software troubleshooting and issue resolution for the school.
- Accurately **report unresolved issues** to District technology through the ticketing system and/or help desk.
- Close help desk tickets that are assigned to the Technology Assistant
- Remain current in new hardware and software advances for the purposes of supporting technology.
- Maintain technology inventory and monitor technology devices for availability and proper function.
- Assist staff and students in the resolution of issues or challenges involving technology such as desktop computers, laptops, Chromebooks, I-Pads, printers, copiers, document cameras, phones, and other technology and peripherals. Ensure that devices and other technology are appropriately distributed and set up for student and/or staff use.
- Assist with the installation of software upgrades and updates.
- Reset student and staff passwords as needed.
- Work with office staff to monitor supply levels for printers and copiers to ensure prompt orders of replacement supplies then change out cartridges upon receipt
- Provide basic technology training to staff as needed, including assisting with delivering training developed by the Technology Department (this does not include instructional or gradebook training).
- Assists teachers in providing iPad and other technology instruction to students in the classroom and media center to enhance the current curriculum.
- Prepare laptops, projectors, screens, and/or speakers and sound systems for parent, student and guest presentations or events.(does not include evening or weekend responsibilities)
- Coordinate and assign parent volunteers to assist with various functions of the library.

- Maintain, oversee and restock all materials in all curriculum unit bins in response to teacher requests.
- Ensure that technology supplemental activities are up and running for teachers during their instruction.
- Effectively communicate to staff all start-of-year and end-of-year technology procedures.
- Ensure start-of-year and end-of-year technology procedures are implemented, including the deployment, recovery, and inventory of building technology.
- Participate in other professional meetings as necessary with District counterparts to ensure collaboration.
- Other duties may be assigned.

**Core Competencies** To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Uses intuition and experience to complement data; designs work flows and procedures.

**Continuous Learning** - Strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology** - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up-to-date.

**Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions.

**Stakeholder Service** - Responds to requests for service and assistance; meets commitments.

**Communications** - Exhibits good listening and comprehension; selects and uses appropriate communication methods.

**Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and seeks clarification.

**Teamwork** - Contributes to building a positive team spirit; supports everyone's efforts to succeed.

**Written Communication** - Writes clearly and informatively; reads and interprets written information.

**Adaptability** - Adapts to frequent changes, delays, or unexpected events.

**Personal Appearance** - Dresses appropriately for position; keeps self well-groomed.

**Attendance/Punctuality** - Is consistently at work and on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions.

**Initiative** - Volunteers readily; looks for and takes advantage of opportunities.

**Quality** - Demonstrates accuracy and thoroughness; monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

### **Qualifications**

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.

**Education and/or Experience** - Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Library Skills:** Familiarity with such basic library-maintenance procedures as acquisitions, cataloging, and circulation of both print and electronic materials.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or staff.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Certificates, Licenses, Registrations**

ELS-PARA (Educator License with Stipulations: Paraprofessional Endorsement)

**Physical Demands:** The physical demands described here 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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.