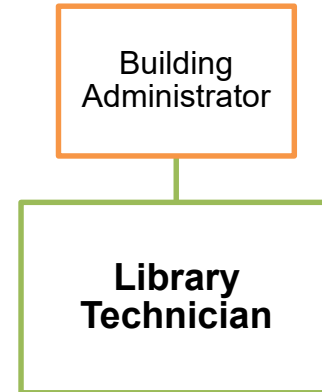


LIBRARY TECHNICIAN

Job Title:	Library Technician
Initial:	November 1, 2006
Revised:	January 13, 2023
Work Year:	School Year
Office:	Education
Department:	Assigned Building
Reports To:	Assigned Building Administrator
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 10

Related Organization Chart



POSITION SUMMARY: Assist in the operation of the Library/Media Center with a primary focus of meeting the needs of the staff and students in a timely and courteous manner, and encouraging learning through reading and technological methods. In addition, contribute to achieving school standards and benchmarks through all phases of Media/Library use that encompasses written formats, audiovisual aids and computer technology. While the position reports to a building administrator, the Library Media Specialist may provide day-to-day direction and supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Instruct and assist students and staff in Library/Media Center which includes checking out textbooks, library materials, Chromebooks and a variety of other technical equipment.
- Oversee students in use of computers and library rules. May discipline children dependent on situation.
- Act as resource for students and staff in Library/Media Center use and related materials including locating materials, suggesting materials, and answering questions.
- Manage building Chromebook carts.
- Maintain inventory of all Chromebooks in the building.
- Issue Chromebooks to Virtual Students, Staff and others as authorized by administration.
- Perform liaison duties with the District Information Technology Department for repair of Chromebooks and Chromebook carts.
- Manage Chromebook Carts for State Testing.
- Manage, troubleshoot and submit repair orders to the District IT Department.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Initial Point of Contact for new students to assign login id/s and passwords for PowerSchool and educate students on Schoology, PowerSchool, Edgenuity, Clever and other district online programs.
 - Reset Student Passwords as required.
 - Provide Test Proctoring during various online testing days. This includes ASVAB/PSAT/SAT.
 - Data input circulation records forms, schedules and material records.
 - Maintain the circulation system for users and advise Building Principal regarding the selection of new materials, equipment, etc.
 - Maintain accurate records of library resources by use of computer tracking of resource materials, fines, etc. Shelf returned materials.
 - Gather materials (by teacher request) for individual classes and assist students in these classes.
 - Provide assistance in Library after school hours for research and use of Chromebooks.
 - Repair and maintain materials. Track materials via the Dewey Decimal system. Keep library and media areas orderly.
 - Type reports, forms, and library schedules and use current data system for in-processing materials and equipment (labels, etc.)
 - Maintain discipline in the Library/Media Center and computer labs.
 - Generate overdue lists, fine lists, etc. and email overdue fees to Parents/Students. Collect fines and assist with receipts.
 - Performs other associated duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent, plus specialized courses in library or media programs preferred.

Experience:

- No experience required; experience in library or media center preferred. Experience in working with secondary age students preferred.

Knowledge Skills & Abilities:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Operating knowledge of Dewey Decimal System.
 - Operating knowledge of and experience with general office equipment, including telephones, copier, and fax machine, hot/cold laminator, poster maker, bindery machine, etc.
 - Operating knowledge of and experience with personal computers and peripherals.
 - Operating knowledge of and experience with various software packages including Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook and Front Page.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. However, at times the employee is occasionally exposed to outdoor weather conditions.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.