

**BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	IMC TECHNICIAN – ELEMENTARY/SECONDARY	File 514
Reports to:	Principal	
Job Objectives:	Promotes the creative use of library/media resources.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma and Educational Aide Permit· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.· Self-directed and able to learn required skills for the position.· Proficiency in the use of the Dewey Decimal and automated library systems.· Experience with computer operating systems and software applications.· Commitment to keeping current with technological advances.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Helps prepare the library/media center at the beginning of the school year.· Maintains an orderly and functional circulation system. Keeps books, periodicals, pamphlets, etc., properly shelved. Promotes the proper use of school property.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Mends books and makes minor equipment repairs.· Works with media/technology supervisor and building faculty to select new library/media materials and remove obsolete and worn materials (<i>schools without library/media specialist</i>).· Prepares requisitions, purchase orders, and accurate financial records.· Enters MARC records into the library/media database. Processes new materials (e.g., labeling, stamping, etc.).· Complies with district procedures to account for the collection of authorized student fees and fines.· Prepares bulletin boards, displays, and/or bibliographies, to introduce new library/media resources.· Manages library/media communications (e.g., mail, questionnaires, catalogs, etc.).· Collects and reserves material for classroom assignments when requested.· Processes interlibrary loans. Prepares materials for shipping.· Maintains a positive learning environment and high standards for student conduct. Implements effective pupil management procedures. Upholds the student conduct code.· Works with teachers and library/media specialist to ensure that students learn the information skills curriculum.· Helps staff and students use library/media resources. Closely monitors student use of the Intranet and Internet.· Prepares and presents special topics to classes when requested. Uses creative story telling activities to promote enthusiasm for reading (<i>elementary assignments</i>).· Sets up media equipment (e.g., videos, CD-ROMs, audio tapes, etc.).· Communicates high expectations and shows an active interest in student progress.· Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).	

- Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Participates in after-school programs (e.g., open houses, etc.) as directed.
- Supports parent organizations and student activities as time permits.
- Shares in the responsibility for authorized committee work and school activities.
- Actively participates in staff meetings and district staff development programs.
- Reports evidence of suspected child abuse as required by law.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Interprets and applies technical information.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.