

HARRISON SCHOOL DISTRICT TWO ESP POSITION JOB DESCRIPTION

Job Title: Library Technician–Elementary
Prepared Date: June 14, 2022
Work Year: 184 days
Department: District Media / Elementary Schools
Reports To: Building Principal

SUMMARY: Demonstrate library ethics and skills; conduct daily library classes; assist students and staff in locating instructional, reference, and leisure reading materials; promote authors and award-winning literature; and promote overall use of the library resources. Collaborate with staff members about curriculum in order to research and prepare requisitions for books and web links.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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| D | 40% | Conduct daily library classes; maintain accurate records of library resources by checking books and materials in/out assist students and staff in locating instructional, reference and leisure reading materials; promote authors and award-winning literature; and promote overall use of the library resources and online catalog. |
| D | 10% | Perform data entry for patron circulation records, forms, schedules, communications to patrons, and cataloging records. |
| D | 7% | Notify patrons of overdue and damaged materials; and shelve returned inventory. |
| D | 5% | Mark books with AR (or reading level) identification; keep lists of available tests. |
| D | 4% | Demonstrate library ethics and skills to familiarize students, staff, community patrons, and volunteers with the location and use of library services and rules of public/educational libraries. |
| D | 2% | Process new materials for checkout; follow guideline for collections and process incoming and outgoing interlibrary loan requests, both from staff and other schools. |
| W | 2% | Exhibit competency in the operation of audiovisual equipment, computers, trouble-shooting, and assessing problems with equipment. |
| W | 2% | Perform simple repairs on damaged books. |
| M | 5% | Collaborate with staff members about the curriculum in order to research and prepare requisitions for books, as well as process orders upon request. |
| M | 5% | Promote use of the library with the general appearance of neatness, attractive displays, bulletin boards, and book fairs. |
| M | 2% | Maintain and administer the approved library budget by coordinating with building Principal secretaries in researching, selecting, and ordering appropriate materials while staying within budget guidelines as well as maintaining vendor files. |
| M | 1% | Prepare current magazines for shelving and maintain back issues for reference records. |
| A | 5% | Manage and maintain a current inventory of library and textbook records, supplies, materials, and audiovisual equipment, as well as order replacements after discarding obsolete materials. |
| A | 1% | Develop and sustain a working relationship with vendors, other district personnel, repair persons, Staff and community volunteers. |
| D/W/M | 2% | Perform crossing guard duties as assigned by school administration to include attending crossing guard training and direction action of children and traffic at assigned crosswalks in order to ensure |

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safe crossing.

D/W/M 2% Perform lunchroom monitor duties as assigned by school administration to include assisting students with lining up to receive their lunches, helping students open items on their trays, enforcing lunchroom rules, leading students to the lunchroom, dismissing students from the lunchroom, wiping down tables, and assisting with organizing and implementing indoor activities for students during inclement weather.

Ongoing 5% Perform other duties as assigned.

D = Daily

W = Weekly

M = Monthly

A = Annually

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 TRAINING: High school diploma or equivalent. Associate's (or higher) Degree OR 2 years of study at an institution of higher education (48 semester hours) OR passed the District-approved assessment to meet the requirements of the No Child Left Behind Act required at hire.

EXPERIENCE: 0 – 2 years of experience in a library environment or office management.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic behavior management, communication, and organizational skills. Basic knowledge of computers required. Ability to work with children. Operating knowledge of computers and library equipment preferred at hire. Ability to promote and follow Board of Education Coherent Governance Policies, District Policies and building and department procedures; communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds; and 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.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required. Criminal background check required for hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts as a resource for students, staff, and community patrons, including training, demonstrating, and answering questions.

JUDGMENT AND DECISION MAKING: Work is assigned by self and guided by principal and teachers. This position requires application of position knowledge to efficiently manage materials, equipment, records, and budget, and follow district guidelines. The supervisor is occasionally involved in decision making.

SAFETY TO SELF AND OTHERS: Low exposure to self to bruises due to furniture and equipment and to cuts due to paper and box openers. Medium exposure to self to hernia due to lifting, pushing or pulling boxes, and to repetitive motion stress due to keyboarding.

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 DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, and climb or balance. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually quiet.

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