



**GREEN LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** LIBRARY TECHNICIAN **File 507**

**Reports to:** Principal and Library/Media Specialist

**Job Objective:** Provides support services to help staff and students use library/media resources.

**FLSA Status:** Non-Exempt

- Minimum Qualifications:**
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
  - Meets all mandated health screening requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Ability to establish working relationships with co-workers and function as part of a cohesive team.
  - Ability to keep current with work skills essential to the objectives of the position.
  - Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
  - Holds a valid state department of education permit appropriate for the assignment.
  - Ability to interact comfortably and confidently with the public.
  - Commitment to keeping current with advances in computer technology.
  - Ability to interpret, apply, and communicate technical information.
  - Proficiency using the Dewey Decimal System.
  - Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid courses when required as a condition of employment.

- Essential Functions:**
- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Provides support services that enhance staff and student access to library/media resources.
  - Refers district policy interpretation inquiries to administrators.
  - Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
  - Supports community participation in school-sponsored activities that enhance student learning.
  - Assists patrons with the retrieval of information and materials. Maintains an orderly circulation system. Processes loans and returns. Prepares overdue notices.
  - Keeps books, periodicals, pamphlets, etc., properly shelved.
  - Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books/periodicals. Performs minor equipment repairs.
  - Performs a complete annual inventory of the library collection and media equipment.
  - Provides regular orientation sessions for patrons. Works with staff to improve student learning through the effective use of library/media resources.
  - Collects and reserves material for classroom assignments.
  - Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
  - Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.
  - Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
  - Provides guidance, communicates expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
  - Helps patrons use library/media computers, peripherals, and equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.

- Promotes the proper use, care, and security of school property.
- Helps organize book fairs.
- Keeps current with library/media resources available in the community.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Complies with district procedures to account for the collection of authorized student fees and fines.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

- **Additional Duties:**

- Assist with routine building activities and unexpected/urgent situations as needed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Green Local School District Board of Education.

The Green Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

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