

## JOB DESCRIPTION

Job Title: **Technician, Media**  
 Job Family: **Clerical/Support Services**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **March 2016**

FLSA Status: **Non-Exempt**  
 Pay Range: **7**  
 Work Year: **195 days**

**SUMMARY:** The Media Tech performs many support activities involved in operating a library by assisting and following established procedures and policies. Media Technicians generally work in both technical and user services. User services work is directly with the students and staff to help them find information needed. Technical services is acquiring and preparing material for use and technology troubleshooting. This position shall perform general library work and may acquire proficiency in any of the general specialized areas of blended library work. Media-technicians-may work on special projects. In addition, they assist in the development and maintenance of a robust library collection that contains age and content appropriate material at a wide range of reading levels to support reading development across the curriculum for all students. The candidate will have familiarity with a wide range of instructional technologies supported by the District Learning Technology Plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Interact with all library visitors with professionalism.	D	1%
2. Manage library related digital and print files including budgetary materials.	As needed	1%
3. Perform library related clerical duties i.e. copying, filing, incoming and outgoing phone calls.	D	1%
4. Assist students and staff in locating appropriate materials.	D	15%
5. Working knowledge of ordering process of Curriculum Support materials and provide assistance to staff.	As needed	1%
6. Train and coordinate library volunteers.	As needed	1%
7. Maintain library technology.	As needed	1%
8. Maintain library media including: Checking in and out materials from IMC and reshelving materials, book repairs as needed.	D	15%
9. Manage the individual school library program which may include using the library automation system for check-in and check-out and reporting functionality. -Impart library skills to students on print and digital library resources while supporting suggested curriculum.	D	55%
10. Attend meetings and professional development.	As needed	1%
11. Collection Development - including: selection, purchase, processing and deleting of books/materials	Ongoing	7%
12. Perform other duties as assigned.	Ongoing	1%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent
- No experience required.
- Library experience preferred.
- Be able to pass Dewey Classification Test provided by District Media Coordinator

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- General knowledge of personal computer, Apple products and keyboarding skills.
- Manage groups of students in various sizes.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to 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.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps for Education or equivalent.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Principal

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	