

POSITION DESCRIPTION

Whiteriver Unified School District #20

TITLE: Library Technician

CONTRACT TERMS: Ten Months

SALARY CLASSIFICATION: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: *To have a positive working relationship with students, instructors and staff, to assure the successful operation of a school library, to assist in maintaining a stimulating learning environment for students.*

PRINCIPAL DUTIES:

- Follows and maintains knowledge of all District policy(ies) and procedures.
- Knows and uses Dewey Decimal System.
- Process incoming/outgoing library books and materials utilizing manual and computerized systems;
- Re-shelves returned books and materials;
- Maintains a physical environment that is conducive to a positive learning environment;
- Plans, prepares and maintains bulletin boards and display areas;
- Maintains cards files;
- Performs simple repairs on books, equipment and other materials;
- Supervises students as assigned, during non-instructional activities;
- Prepares overdue notices;
- Assists teachers in locating and selecting materials;
- Assists in scheduling viewing and research room;
- Maintains schedule of library activities for each classroom/group;
- Prepares annual report from Federal and State Projects offices;
- Coordinates and sets-up of special events and book fairs in the library.
- Works with students in groups or individuals in the development of media and computer skills through help with reference work, selection of books and online reference searches.
- Maintains circulation records for library books, reference materials, periodicals and textbook depository.
- Inventories, orders and stocks library supplies, as needed.
- Maintains current records, tracking over-due and lost books, creating accounts for patrons and managing student library cards.
- Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.

- Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
- Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
- Professionally represents the school and the District in interactions with parents, staff and students and resolves conflict in a professional manner.
- Complies with applicable District, state, local and federal laws, rules and regulations.
- Attends work regularly and is punctual.
- Performs other related tasks as assigned.

QUALIFICATIONS:

ACCEPTABLE EDUCATIONAL, TRAINING & EXPERIENCE:

- Associate's Degree OR 64 College Credits OR Passing Score on Parapro Test;
- Valid IVP Level One Fingerprint Card;
- Tribal Rap Sheet;
- Prior library experience desirable;
- Data entry experience desirable;
- Ability to communicate and work well with staff and students.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 50 lbs.

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member or a successful team;
- Dedication to provide the highest level of services;
- Adherence to policies and procedures.

PERFORMANCE EXPECTATION:

TIME MANAGEMENT: Must plan two or twelve weeks in advance.

STRESS MANAGEMENT: Low stress.

PUBLIC CONTACT: Interacts primarily with students.

RESPONSIBILITY: Must use own initiative and judgment in performing job and have responsibility for library equipment and materials.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Principal

SUPERVISION GIVEN: None