

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

LIBRARY MEDIA SERVICES TECHNICIAN

JD 4200.1

Definition

Under limited supervision, perform a variety of functions in support of a school library involved with the selection, acquisition, circulation, maintenance, and distribution of books, student devices, and related materials; plan, organize, and conduct learning activities related to media sources, literacy, and research skills to support classroom instruction; assist students and staff in using library technology; process and maintain site devices; and performs other related duties as assigned.

Responsible to

Principal

Examples of Duties

1. Directs students in appropriate library skills at each individual grade level.
2. Assists students and teachers in locating library media text materials, research material for classroom use, and equipment.
3. Effectively plan, organize, and prioritize multiple tasks within reasonable time limits. Work independently with minimal supervision. Communicate effectively both orally and in writing.
4. Coordinates and supports teachers with classroom learning; research, implement, and present lessons to classroom groups; conduct library orientations; instruct students in children's literature, research skills, internet use, and electronic card catalog skills; genre studies, author studies, personal narratives, and read aloud to reinforce and support appropriate grade-level reading.
5. Assist students and teachers in selecting and locating books, periodicals, articles, software and other related materials; assist in the use of reference sources; answer questions and advice on subject matter and selection inquiries.
6. Inputs data regarding patrons, books, media materials, circulation, over-dues, reports, and MARC (Machine Readable Cataloging) catalog records.
7. Maintains accurate computer records for library material, adding new and deleting lost or obsolete materials for new, current, or past students.
8. Performs circulation activities (i.e. check books and instructional devices in and out of the library) for the purpose of controlling the use, location, and availability of items in the collection.
9. Processes library books and related materials (i.e. logging into master files, barcoding, shelving, producing required reports) for the purpose of providing students and staff with required information.
10. Act as a liaison between students, parents, teachers, and administration to notify and collect fees for damages to electronic equipment in the student information system.
11. Securing inventory of student devices for the purpose of ensuring availability to each student. Issuing each learning device and media library agreement to families.
12. Perform diagnostics on equipment before sending it out for repair. Coordinate with the IT department on student device repairs and maintenance. Maintaining a daily repair log of loaner student devices issued to students.

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13. Implement effective reading motivation programs for the purpose of encouraging the development of life-long readers. Reads stories aloud to students, explains words and meanings, rephrased materials and provides assistance as needed.
14. Supports district policies, practices, and procedures that promote digital citizenship and cyber safety for the purpose of managing computer use to ensure students and staff are using technology safely and responsibly.
15. Assist students and parents in the use of electronic circulation systems and use of student learning programs.
16. Coordinate and supervise special library events.
17. Demonstrate computer applications and database searching.
18. Orders supplies and equipment for the purpose of ensuring availability as needed for cataloging library material.
19. Supervise and monitor the work of students, student helpers, or volunteers as needed.
20. May prepare yearly master schedules for school library visitations and events.
21. Acquires, receives, and maintains inventories of library materials. Makes library purchases using input and research. Evaluate books for retention, repairing damaged books, and recommending retirement of books.
22. May participate in preparation of the library budget and maintains records and collects payment for lost books, student devices, and textbooks.
23. Maintains the library media center in a neat, clean, and attractive manner, reshelves books and materials. Maintains professional library materials for certificated staff.
24. Assists in assessment to determine placement of students within small groups, assists students individually or in small groups to reinforce and follow up learning activities.
25. Participate in professional development training, workshops to gather information required to perform the job effectively.

Qualifications Guide

Knowledge of:

1. Library organization and procedures.
2. Basic understanding of the Dewey decimal classification system.
3. Modern office equipment, practices and procedures, including the use of computers and related audio-visual equipment.
4. Correct English usage, spelling, grammar, and punctuation.
5. Basic media center/library procedures, practices and terminology.
6. Reading interests and abilities of Kindergarten through grade 8 children is desirable.

Ability to:

1. Perform library/media center and clerical work functions, including circulation, cataloging and inventory control, using independent judgment.
2. Maintain a variety of records and filing-systems related to a library/media center.

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3. Apply and explain accepted library rules, procedures, and policies.
4. Understand, carry out and give oral and written instructions.
5. Maintain cooperative-working relationships with those contacted in the course of work.
6. Read new material and determine consistent and specific library classification information for computer record input.
7. Operate a variety of standard office machines, and learn new technologies.
8. Work in a positive, productive, and efficient manner with students in a variety of group settings.

Training, Education and Experience:

1. High School degree or recognized equivalent, and either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification
2. Experience working with diverse groups and cultures.
3. Knowledge of computer operations and/or interest in learning the basic routines and procedures used in a school library media center is necessary; equivalent to the completion of the twelfth grade, or any combination of training and experience that provides the desired knowledge and abilities. Willingness to enroll in library related classes and participate in professional growth activities is desirable

Working Conditions

Environment

1. Office environment
2. Constant interruptions

Physical Demands

1. Some lifting, carrying, pushing and/or pulling.
2. Some stooping, kneeling and crouching.
3. Sitting for extended periods of time viewing a screen

Job Description Adopted: April 1981

Job Description Revised: July 16, 1990

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Job Description Revised: May 2, 2005

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