

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: LIBRARY AND LEARNING RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Principal, performs a variety of support functions related to collection, circulation and inventory of the library; implements age appropriate programs for students utilizing library resources; instructs students on the use of library and learning resources; provides students with required textbooks and workbooks; performs duties in acquiring assigned materials and supplemental instructional resources needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers reading incentives and promotes library use according to established procedures; implements age-appropriate programs according to established procedures; reads selections aloud to students and classes as assigned.

Communicates with students, personnel, parents, administrators and outside organizations to exchange information, coordinate activities and resolve issues or concern; responds to in-person and electronic inquiries as appropriate; maintains library webpages on the school website as assigned.

Controls circulation of District-owned textbooks and teaching materials at school site; applies bar codes, packs and unpacks, checks in and out, stores, orders additional materials through textbook system, prepares for county audit in accordance with Williams Settlement and established guidelines; issues and collects materials based on changing teaching assignments, and responds to requests for transfer of surplus as needed; provides reports related to assigned duties.

Develops and maintains a sufficient collection of library resources based on established policies and procedures; creates preliminary orders of materials according to established procedures; obtains approval for titles; supports extended shelf life of materials and equipment within the collection including covering books and repairing damaged books; discards materials as needed.

Inputs a variety of data into an assigned computer systems; establishes and maintains automated records and files related to assigned duties; provide documentation and information to outside parties according to established procedures; adds titles or copies to the assigned library database; assures accuracy of input and output data.

Issues overdue and fine notices accordingly; collects funds for lost and damaged library materials, textbooks, or learning resources and follows up with students and families regarding the recovery or reimbursement of items according to established procedures.

Maintains library inventory as assigned; scans library collection as needed; monitors inventory of textbooks and consumable workbooks and assures adequate levels of required materials.

Maintains library organization and environment in a clean and orderly manner; shelves books, maintains updated signage, prepares displays and bulletin boards and arranges shelves and furniture; schedules library visits and usage accordingly.

Meets with teachers and site manager as needed; meets with various groups including reading groups, literature groups and related academic clubs within the library setting as assigned.

Monitors and maintains acceptable student behavior in the library; oversees student workers and assures assignments are completed accordingly.

Operates a variety of office and library equipment including a copier, barcode scanner, fax machine, book cart, phone, audio-visual equipment, a computer and assigned software; procures general library supplies as needed; reports service needs of technology devices to appropriate personnel.

Performs library circulation activities; checks library materials in and out to students and staff using an assigned computerized system; processes requests for inter-library loans.

Provides assistance to students working on research activities; identifies and locates a variety of resources online and in print; demonstrates how to use the library catalog.

Submits information for instructional materials needs based on data from site administrator, teacher choices and enrollment information for the subsequent school year according to established procedures.

Trains students, teachers, parents and administrators in the use and features of the online catalog, demonstrates how to access and use the library and media services portal; approves student reviews and recommendations; oversees reservations accordingly.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of school libraries.
Library practices, procedures, reference materials, resources and terminology.
Operation of a computer and data entry and retrieval techniques.
Library cataloging and classification.
Age-appropriate literature.
Filing, indexing and inventory procedures.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.
Basic math, including calculations using fractions, percent's, and/or ratios.

ABILITY TO:

Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and inventory of books and instructional materials.
Assist students and teachers in the selection, location and use of library materials and equipment.
Maintain library in a neat and orderly condition.
Monitor and maintain acceptable student behavior in the library.
Process and shelve library materials.
Operation of a computer and assigned software.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain rules, regulations, policies and procedures.
Complete work with many interruptions.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and two years of general clerical experience preferably including some work experience in a school or public library.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

School library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and monitor student behavior.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects.
Bending at the waist, kneeling or crouching to shelve and retrieve books.
Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

FLSA Status

Approval Date

Non Exempt

3/1/08 (Library Media Tech.), 4/28/14, 9/28/17