

## **Library Media Technician – High School**

### **Definition**

Under supervision of Library Media Teacher responsible for all duties in the media center which includes: processing orders, preparation and distribution of new materials, maintaining equipment, supervise student assists, etc in order to ensure smooth operation of the Library. Manage activities of the library media center during meetings, which require the library media teacher to attend. Manage after school and summer school activities.

### **Examples of Essential Duties**

1. Responsible for processing library materials;
2. Type and process orders, reports and forms when necessary;
3. Check library materials in and out. Stamp and label material for circulation;
4. Enter and delete MARC records in the computer;
5. Input and maintain patron information in the computer;
6. Input and maintain account numbers and number of copies for each individual teacher on two separate copy machines;
7. Keep track of lost, damaged, overdue books and issue notices to students;
8. Repair damaged books;
9. Supervise students in the library;
10. Supervise library assistants in the library;
11. Shelve incoming books;
12. Maintain current inventory of supplies and suggest items for acquisition as needed;
13. Maintain the displays and bulletin boards and be responsible for the neatness of the library;
14. Provide resources for teachers upon request to support the curriculum;
15. Distribute books to tutorial classrooms;
16. Assist with the California Young Reader Medal Program;
17. Instruct students in reference materials for research purposes, which requires technology;
18. Answer phone inquiries from staff and parents and distribute library mail;
19. Inventory materials and complete related reports;;
20. Performs secretarial and clerical duties for the Library Media Teacher;
21. Operate a variety of office equipment including computers, Risos, copiers, etc;
22. Troubleshoot computers, (Macs and PC's) Risos and copiers;
23. Solely supervise the needs of staff and students after school from 4:00 to 6:00 PM (averaging up to 50 students a night);
24. Closing media center each day, including manually closing down computers;
25. Reorganize the periodical room during the summer months;
26. Solely supervise summer school library activities;
27. Establish and maintain cooperative and effective working relationships with others;
28. Maintain and deposit money collected in the library;
29. Understand, follow, and carry out oral and written directions;
30. Work confidentially with discretion;
31. Perform other related duties as directed.

### **Qualifications**

Demonstrate aptitude for the work to be performed;

### **Education:**

1. High school diploma or equivalency;
2. 18 units of college credit comprising the Certificate of Achievement in Library Technology Program;
3. Federal "No Child Left Behind Act" Requirements:
  - AA Degree or
  - 48 semester units of college credit or
  - pass the Fresno County Office of Education Paraprofessional Test

### **Experience**

Two years of previous experience in a school or public library;

### **License**

Valid California Drivers License

Approved 2/2002

**PHYSICAL DEMANDS:** The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machines; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is usually performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.