

Grass Valley School District

POSITION TITLE:	LIBRARY TECHNICIAN
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, POSITION RANGE C; 10 MONTH EMPLOYEE
REPORTS TO:	SCHOOL SITE PRINCIPAL

SUMMARY:

The Library Technician coordinates and maintains all functions of the school site library.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Proficiency in Mac OS and iOS operating systems.
- Instructs students and teachers in appropriate district technology equipment operation, monitors students' performance and progress.
- Collaborate with teachers and support library needs.
- Catalog and classify all library books, materials, and media.
- Keeps card catalogs and shelf lists current and in order.
- Designs a schedule of library use.
- Checks library media out to students and staff, maintaining proper order of returned materials and all other items on shelves.
- Keeps records of overdue materials and collects payment of lost or damaged books and other library media.
- Tests and performs minimal adjustments of terminals, printers, cables, etc.
- Provides library story time to students.
- Maintains neat, pleasant, attractive, and inviting environment in the library.
- Is informed on amounts budgeted for library supplies and orders books and other library media within budget limits.
- Provide instructional assistance and reinforcement to individuals or groups of students, which supports and reinforces the current district school site curriculum.
- Keeps adequate records of materials ordered and received.
- Monitor individuals and groups of students in library learning activities.
- Maintain the school site library in a clean and orderly condition; assure the security of the library; store, maintain, distribute and account for inventory of books, media, and related materials; maintain related files.
- Provide a variety of classroom and teacher support services related to the library, knowledge and skill; serve as a resource to students, teachers, parents and community members by providing current information resources available in the school site library, and their use in the school environment.
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Repair books and other materials when possible.
- Assists students in finding library books or reference materials.
- Assists students who have been sent to the library to study or complete assignments.
- Selects books and other materials for teachers who make specific requests for their classes.
- Meets periodically with the Librarian to coordinate the district program.
- Provide input and participate in creation and implementation of school site library policies and practices.
- Attend professional development as needed or required.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent.
- Previous successful experience in an educational library environment preferred.

Grass Valley School District

LIBRARY TECHNICIAN (CONTINUED)

KNOWLEDGE AND/OR SKILLS AND ABILITIES

KNOWLEDGE OF:

- Computer systems as appropriate for a school site library.
- Basic hardware and software configuration and troubleshooting, including basic computer operations.
- Basic instructional and reinforcement methods and techniques.
- Child guidance principles and practices.
- Safe practices in school site library activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic recordkeeping and school site inventory.
- Basic instructional techniques.

ABILITY TO:

- Provide library instructional assistance to individuals or groups of students in a school site library setting.
- Respond to questions and assist students, teachers and staff as needed with library and media needs.
- Reinforce instruction to individuals or small groups of students as directed by the certificated teacher.
- Communicate subject matter in a clear and accurate manner.
- Select books and related materials appropriate for subject and grade level according to established guidelines.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Observe and control student behavior according to approved policies and procedures.

CERTIFICATE REQUIREMENTS

- Valid CA Driver's License
- TB Test (Current within last 4 years)

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, use a computer, use a telephone, work without guidance from supervisor, drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

- Primarily a classroom or an office setting in a public school environment.

Grass Valley School District

LIBRARY TECHNICIAN (CONTINUED)

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date