



**HARMONY UNION SCHOOL DISTRICT**  
Job Description  
**Library and Media Services Technician**

<b>Job Classification:</b>	Library and Media Services Technician
<b>Work Location:</b>	Harmony Elementary & Salmon Creek School
<b>Job Range:</b>	Range D
<b>Calendar:</b>	11 Months / 183 Contract Days
<b>Immediate Supervisor:</b>	Site Administrator
<b>Date of Last Adoption:</b>	02/2014

**Position Summary**

Under the general direction of the Site Administrator, acts as a paraprofessional librarian and manages and maintains the library program and collection, performs a wide variety of library media duties to independently operate and maintain the school site library and media system. Circulate to students and staff information, recreational library materials and textbooks in print and/or digital formats in support of the school curriculum, provide initial technology support to staff and students and provide referrals to IT support for technology needs not fulfilled locally.

**Example of Typical Duties**

- Develops and maintains a library program suitable for staff and students. Provides an atmosphere for both learning and enjoyment.
- Develops and presents lessons to classes that introduce them to the library and its systems, including library skills and knowledge, use of the reference materials, information technology, and the use of books for learning and pleasure.
- Provides real alouds and other media presentations to students and classes.
- Oversees the checking in and out of books and media; shelving books and media; assisting students and staff in locating and acquiring materials.
- Maintains and makes available to teachers instructional materials and/or media related to current curriculum.
- Maintains current and accurate shelf lists and inventories.
- Develops, orders, and processes all new books and supplies for the library.
- Performs a variety of clerical duties including typing; maintaining records and data; preparing reports; sending overdue notices, and managing accounts.
- Oversees bulletin board content and displays
- Develops and prepares, together with school staff, a school-wide schedule indicating library sessions and time scheduled.
- Participates in professional meetings and seminars.
- Arrange furniture, space and scheduling for special displays and guest speakers.
- Adapts material to bilingual and emergent readers
- Participates in other activities and special events on campus
- Supervise students while in the library, including recess
- Participates in school reading programs

- Keeps inventory of all audio visual equipment and computers
- Maintains bibliographies on popular curriculum topics
- Initial troubleshooting of technology equipment, collaborate with IT to make minor repairs or help ticket referral to IT if necessary
- Provides ongoing communication updates regarding technology and curriculum
- Serve as a resource to administrators, staff, parents, and community: primary point of contact between IT and school sites

### **Education, Experience, and Qualifications**

- Four-year undergraduate degree
- Library technician certificate or prior experience in a school library position.
- Ability to develop and implement library programs and services suitable for students from TK through 8th grade.
- Knowledge of computers, internet research, common software, and troubleshooting basic technology problems
- Manages the library collection to maintain appropriate resources for a TK-8 educational facility.
- Ability to motivate, establish and maintain effective working relationships with students, teachers, staff, volunteers, and the community
- Knowledge of the philosophy and techniques of children's library service
- Ability to organize job duties and work independently
- Incorporates information literacy skills into the library program which teach students to access, evaluate, use, and integrate information and ideas found in print, media, and digital resources
- Presents a wide range of literary forms and genres
- Ability to follow library policies and procedures with library software, i.e. patron and catalog database maintenance, checking out items, creating reports, collecting fines and fees, and processing new materials
- Competent in book maintenance and repair techniques