

Southern Kern Unified School District

Position Description

Position Title: **Media/Library Technician**

Department: School Site – Media Center, Library

Reports To: Principal

Prepared By: Staff

Date: November 15, 1996

Approved By: Board of Education

Date: June 4, 1997

SUMMARY: Coordinates activities to ensure smooth operation of the Media Center and Library. Operates Library automation hardware/software as well as other computer assisted media equipment. This position description is intended for both Media/Library Technician Elementary and Secondary personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes inservice training as stipulated by contract.
- Keeps Media Center and Library in neat order throughout the school day.
- Handles Media Center copying and laminating needs.
- May coordinate school site agenda for students and volunteers.
- Maintains all equipment and may operate satellite dish and receiver.
- Types and processes purchase orders, letters, memos and correspondence.
- Compiles list and orders materials and supplies for new classrooms.
- Unpacks and displays new books.
- Orders books and supplies.
- Keeps track of where texts are located and monitors teacher materials.
- Maintains master card and computer file for books and audiovisual equipment.
- Answers the telephone and takes messages.
- Reserves electronic equipment and maintains inventory for staff.
- Organizes book reviews.
- Cataloging of all instructional and library resources.
- May store, inventory, issue and retrieve State Testing Materials.
- Prepares and maintains Library schedules.
- Check in and out Library books, sorts catalogues, stamps and repairs books.
- May assist students in computer research (all grade levels).
- Tracks overdue books and makes student/parent contact as per school policies.

SUPERVISORY RESPONSIBILITIES: Student aides and volunteers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School Diploma or GED and one year related experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, staff and parents.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense to carry out detailed written and oral instructions. The Media Center and Library may tend to be a central location area for staff and volunteers. Job interruptions are frequent. Position may require maintaining several on-going operations in a high traffic environment.

OTHER SKILLS and ABILITIES: Ability to operate a personal computer. Ability to work with media equipment such as video, laminating machine and fax and typewriters/computers. Must be able to pass a typing test at 35 words per minute. Ability to communicate clearly and concisely both orally and in writing and ability to develop effective working relationships with students, staff, and the school community.

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 machine, talk and hear. The employee is occasionally required to stand and 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 moderate.

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.