

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFIED PERSONNEL

SCHOOL LIBRARY TECHNICIAN

JD 4200.1

Definition

Under limited supervision, to carry out the day-to-day operation of the school library facilities; to perform basic clerical, technical, and paraprofessional tasks in a school library media center, including student intervention; to assist students and staff in learning to use the school library and media materials; to train and supervise library assistants; and performs other related duties as assigned.

Responsible to

Principal

Examples of Duties

1. Directs students in appropriate library skills at each individual grade level.
2. Assists students and teachers in locating library media text materials, research materials for classroom use, and equipment.
3. Inputs data regarding patrons, books, media materials, circulation, over-dues, reports, and MARC (Machine Readable Cataloging) catalog records.
4. Maintains accurate computer records for library materials, adding new and deleting lost or obsolete materials.
5. Processes, stores, and performs repairs as needed on library and text materials.
6. Checks books, audio-visual materials and other instructional resources in and out of the library or media center.
7. Handles and supervises the circulation procedures including, preparing overdue notices, previewing materials, keeping records of equipment loans and returns.
8. Reads stories aloud to students, explains words and meanings, rephrases materials and provides assistance as needed.
9. May supervise the work of students, student helpers, or volunteers.
10. May prepare yearly master schedules for school library visitations and events.
11. Makes library collection purchases using staff input, literary reviews, and available materials, as directed.
12. May use appropriate computer programs for collection development in new library purchases.
13. Receives and maintains inventories of library related materials, as directed.
14. May participate in preparation of library budget.
15. Maintains the library media center in a neat, clean, and attractive manner, reshelves books and materials, and prepares displays, exhibits and bulletin boards.
16. Monitors and maintains acceptable student behavior.
17. May monitor students' exams.
18. Maintains records and collects payment for lost books and textbooks.
19. Maintains professional library materials for certificated staff.
20. May provide library media center computer in-service.
21. Assists in assessment to determine placement of students within small groups and tutorials
22. Assists students individually or in small groups to reinforce and follow up learning activities.
23. Performs other related duties as assigned.

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Qualifications Guide

Knowledge of:

1. Library organization and procedures.
2. Basic understanding of the Dewey decimal classification system.
3. Modern office equipment, practices and procedures, including the use of computers and related audio visual equipment.
4. Correct English usage, spelling, grammar, and punctuation.
5. Basic media center/library procedures, practices and terminology.
6. Reading interests and abilities of Kindergarten through grade 8 children is desirable.

Ability to:

1. Perform library/media center and clerical work functions, including circulation, cataloging and inventory control, using independent judgment.
2. Maintain a variety of records and filing-systems related to a library/media center.
3. Proficiently operate a computer terminal in a library media setting.
4. Apply and explain accepted library rules, procedures, and policies.
5. Motivate students and share in enjoyment of children's literature.
6. Understand, carry out and give oral and written instructions.
7. Maintain cooperative-working relationships with those contacted in the course of work.
8. Read new material and determine consistent and specific library classification information for computer record input.
9. Operate a variety of standard office machines.
10. Type proficiently.
11. Work in a positive, productive, and efficient manner with students in a variety of group settings.

Training, Education and Experience:

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification
3. Experience working with diverse groups and cultures.
4. Knowledge of computer operations and/or interest in learning the basic routines and procedures used in a school library media center is necessary; equivalent to the completion of the twelfth grade, or any combination of training and experience that provides the desired knowledge and abilities. Willingness to enroll in library related classes and participate in professional growth activities is desirable.

Job Description Adopted: April 1981
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