

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
1750 Cirby Way, Roseville, CA 95661

Position Description

POSITION: LIBRARY MEDIA TECHNICIAN

SALARY: 29

DEFINITION: Under the supervision of an assigned administrator and with guidance from the District Librarian, perform a variety of library support duties involved with the acquisition, circulation, maintenance and distribution of books, textbooks, student learning devices (i.e., Chromebooks, iPads, tablets, laptops, etc.), and other library activities; assist students with various software applications; receive, process and distribute textbooks according to established procedures; create bibliographic records of existing and new items in the library collection; assist students and staff utilizing the school library; and other duties as assigned.

EXAMPLE OF DUTIES: Perform a variety of library support duties involved with the acquisition, circulation, maintenance and distribution of books, textbooks, student learning devices and portal logins and other library activities; oversee library “drop-ins” and other students completing assignments and other work.

Oversee and participate in the circulation of library materials, textbooks and student learning devices; check library materials in and out using an assigned computerized system; catalog and shelve books, textbooks and other library materials; repair damaged books and other materials as needed; collect and shelve unattended library materials.

Maintain record of overdue library books, textbooks, student learning devices, and related materials; enter overdue information into a designated student information system, such as Aeries, and send overdue notices to students and teachers; collect fines and payments for overdue or lost items; maintain appropriate files and records; input and delete student information from computer as needed; assist the Registrar with records of student withdrawal, library “holds” and fines.

Coordinate the distribution and collection of the library’s student learning devices; bar-code, checkout and maintain records of daily loaners and charge carts; issue passwords for students; prepare fines or fees for loaner student learning devices; coordinate student learning devices operations, issues or concerns with site-based or District-based information technology staff; distribute related records and retain signed contracts.

Receive process and distribute textbooks according to established procedures; maintain related records and files; enter new textbooks in appropriate system; assess fines and notify students and parents for lost or damaged books.

Communicate with students, staff and outside agencies to exchange information and resolve issues or concerns; maintain current knowledge of and advise staff of new developments and technologies in library/media programs; provide information regarding materials and equipment available from the library to staff, students and parents.

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Assist students and teachers with the selection and location of books, textbooks, student learning devices and other materials; assist with instructing students in proper methods of utilizing the library; coordinate the library visitation schedule with instructors.

Receive process and distribute textbooks and online textbooks and devices according to established procedures; maintain related records and files (including licenses) enter new textbooks in appropriate system; assess fines and notify students and parents and staff for lost or damaged resources.

Monitors the activities of students using the library in order to maintain a safe, positive learning environment.

Attends meetings and assists other personnel as assigned.

QUALIFICATIONS:

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job requirements. Specific skills required to satisfactorily perform the functions of the job include the ability to speak clearly, pleasantly and courteously; understand and carry out oral and written directions; perform clerical work; compile and maintain accurate and complete records and reports; establish and maintain cooperative working relationships with co-workers, students, parents, members of the community and others contacted in the course of work.

KNOWLEDGE is required to apply methods and techniques in basic functions, operations, and maintenance of a school library or learning commons. Knowledge is also necessary to support staff and students related to the research and selection of resources for presentations and assignments; understand the basics of Dewey Decimal system and cataloging system; research new developments and technologies in learning resources, student learning devices, website publishing and use of social media for library and school promotion; assist assigned teaching personnel by providing individual and group supervision; comprehend specific needs and behaviors of high school students of various ethnic and cultural backgrounds; and maintain sensitive student information using methods consistent with those used to safeguard the confidentiality of such information. Specific knowledge required to satisfactorily perform the functions of the job includes knowledge of modern office technology, practices and procedures; correct English usage, spelling, grammar and punctuation; standard office equipment, and computer operation.

ABILITY to perform duties related to the acquisition, circulation, and processing of library resources (books, eBooks, periodicals, text books, online textbooks, student learning devices, tools, etc.); coordinate, distribute and collect student learning devices; maintain library in a neat, orderly, and inviting condition; supervise students in educational activities; assist in developing instructional materials; work with a diversity of individuals; work with data of similar types and/or purposes; utilize job related equipment; work independently with routine guidance and supervision; understand and follow oral and written instruction; establish and maintain cooperative working relationships; set and maintain social behavior boundaries; and handle and diffuse disruptive and confrontational situations. Flexibility is required to work with others under a variety of circumstances.

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EXPERIENCE: Two years of increasingly responsible work with students; coursework in library science and/or experience supporting a school library preferred.

EDUCATION: High school diploma

WORKING ENVIRONMENT: The usual and customary methods of performing the job functions requires the following physical demands: Some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; some reaching with the use of hands. Generally, the job requires 50% sitting, 20% walking and 30% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Approved: 06/23/2020
Revised: 06/25/2020