LEARNING COMMONS TECHNICIAN

OVERALL JOB PURPOSE STATEMENT
Under the direction of a site administrator and/or the technical review of the District Library Media Coordinator, the job of a Learning Commons Technician is coordinating the work at a site Learning Commons, performing a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assisting with the operation and support of electronic media and devices, maintaining library and media collections including processing and cataloging acquisitions; and providing guidance and direction to assist students and teachers in utilizing learning commons resources.

DISTINGUISHING CHARACTERISTICS
This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, and searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and monitoring and maintaining electronic devices. Incumbents must be knowledgeable about available resources, and appropriate materials to support educational activities such as the Internet, online databases, eBook access, various software and applications, and electronic media in order to assist students and teachers to identify and locate appropriate materials to support educational learning activities. The class of Learning Commons Technician series functions with great independence and has full responsibility for work coordination, and oversight of program functions and leadership in ensuring students and staff understand and use the collection and databases effectively to undertake research.

ESSENTIAL FUNCTIONS
- Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site’s overall educational program as directed by a site administrator and the District Library Media Coordinator.
- Coordinates with District Library Media Coordinator, site administrators and department chairs for requisitioning educational materials designated for addition to the site’s collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources, such as maintaining and updating the website, promoting learning opportunity programs (i.e., tutoring, student academic partnerships, etc.) and other engagement initiatives.
- Identifies/corrects minor technical problems and user operation errors for the purpose of reestablishing system reliability.
- Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices.
- Demonstrates media systems and equipment (e.g. classification system, on-line catalogs, subject-specific web sites on the internet, care of materials, etc.) to students for the purpose of educating them on the proper use of the learning commons resources.
- Directs activities of student aides and parent volunteers for the purpose of orienting them and monitoring their adherence to learning commons procedures and tasks.
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- Distributes various resources and materials for the purpose of providing requested classroom reference materials.
- Inventories equipment and materials in learning commons collection and monitors levels for the purpose of documenting losses and/or maintaining availability of materials and adequate quantities for operations.
- Monitors student behavior and usage of digital devices in the learning commons for the purpose of enforcing standards that contribute to the use of the facility in accordance with policies and practices.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares files, lists and records for the purpose of keeping information current and relevant to patron requests.
- Assists the District Library Media Coordinator by preparing information for reports for the purpose of providing statistical and operational information.
- Assists students in researching availability of materials and media for the purpose of selecting appropriate items for assigned projects.
- Coordinates and participates in cataloging and processing library materials using appropriate software for the purpose of integrating new materials into the collection. In collaboration with the District Library Media Coordinator, ensures that materials ordered are age appropriate, conducting research as needed.
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and distributes electronic and media-related equipment and materials for the purpose of ensuring the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons. Calculates and collects fees for lost items.
- Attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with the evolving delivery systems that provide access to information and the resources available to students and staff.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: technical library processes related to the acquisition and classification of materials; library terminology and standard practices; software related to digital collections; Internet sites relevant to the collection and activities; standard reference sources; popular, current literary trends, Young Adult literature, and classical literature and their authors; correct English usage, grammar, spelling,
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punctuation and vocabulary; operation and use of office equipment, computer software, hardware and
associated applications, the Internet and associated tools and electronic media devices; effective
research strategies and available resources; and record-keeping techniques; work coordination and
priority in a Learning Commons.

SKILLS are required to perform multiple, non-technical tasks with a need to periodically upgrade skills in
order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of
the job include: operating/troubleshooting/training others to use a variety of office, electronic devices
and multimedia equipment including related applications; the Internet and associated tools.

ABILITY is required to schedule activities and/or meetings to ensure maximum use of the facility; gather,
collate, and/or classify data. Flexibility is required to independently work with others in a wide variety of
circumstances, under pressure and with frequent interruptions; work with data utilizing specific, defined
processes; work with similar types of data; and operate equipment using standardized methods. Ability
is also required to work with diverse individuals and/or groups. In working with others, independent
problem solving is required to provide customer service, analyze issues, assign and coordinate work
activities, and create action plans. Problem solving with data and people may require independent
interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to
satisfactorily perform the functions of the job include the ability to perform a variety of technical duties
related to the cataloging and processing of print and non-print library materials; perform complex
clerical work with speed and accuracy; catalog materials according to established rules and regulations;
adapt easily and readily to new technologies, keep current with trends in instructional technology and
the application of new information technologies; direct and assist students and staff with their
information needs; address student behavior issues; train and provide work direction to others; perform
reference and research work; understand and follow oral directions; establish and maintain effective
working relationships with others; work cooperatively with others; maintain records; and communicate
effectively both orally and in writing.

RESPONSIBILITY
Responsibilities include: working under limited supervision following standardized practices and/or
methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of
some resources from other work units may be required to perform the job's functions. There is a
continual opportunity to impact the organization’s services.

WORKING ENVIRONMENT
The usual and customary methods of performing the job's functions requires working in a learning
commons environment which is a large space or another district site to conduct work. The job functions
require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:
Seldom = 1-10% (<45 minutes)
Occasionally = 11-33% (up to 3 hours)
Frequently = 34-66% (up to 6 hours)
Continuously = 67-100% (more than 6 hours)
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Seldom or Occasionally  
- Lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes

Occasionally  
- Stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexation/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height

Occasionally/Frequently  
- Pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping

Frequently/Continuously intervals: walking up to 30 minutes, standing up to 20 minutes

AUDITORY OR VISUAL REQUIREMENTS
Auditory ability to hear others in order to communicate and make presentations. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS
There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

EXPERIENCE
Job-related experience is required. At least two years of experience performing complex clerical and technical duties in a library/media center/learning commons operation, including circulation and cataloging of collection items and assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred.

EDUCATION
High school diploma or equivalent, supplemented by courses in Library Technology. An Associate of Arts or a Certificate of Completion of a course of study in Library Technology is preferred. Additional qualifying experience demonstrating the required knowledge, skills and abilities to perform the job may be substituted for the preferred education.

REQUIRED TESTING
Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES/LICENSES
California Class C driver’s license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

CONTINUING EDUCATION/TRAINING
Participation in ongoing job-related training as assigned.
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CLEARANCES
California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.