

**SCHOOL LIBRARY TECHNICIAN
SCHOOL LIBRARY TECHNICIAN-BILINGUAL (LANGUAGE)**

DEFINITION

Under general supervision, to plan, organize, and perform technical library duties in an assigned school library media center to assist students in developing library skills and assist teachers by supporting curriculum and providing library media resources; to recruit, assign, and provide work direction to student aides, volunteers, and clerical personnel assisting in the library; and to perform related duties as assigned.

TYPICAL DUTIES

Assists in planning, organizing, and directing day-to-day operation of an assigned school library media center; recruits, assigns, trains, and provides work direction to student aides and volunteers; trains clerical personnel as assigned. Assists teachers and students in locating and selecting books and other instructional materials for general and research purposes; recommends resources as appropriate for grade level and within curricular frameworks. Prepares book talks as appropriate to grade level. Oversees and participates in circulating and shelving books and other library materials, instructs students in use of audio-visual and library equipment. Using materials developed by District Library Coordinator, assists students in developing library skills and, supports reading encouragement. Schedules and circulates media equipment and materials; troubleshoots equipment problems and refers to appropriate personnel for repair. Operates typewriter, adding machine, duplication equipment, audio-visual equipment, and computers as required. Orders, receives, unpacks, processes, distributes, and inventories materials and textbooks; examines books and other materials for damage; mends and repairs items as needed. Maintains records related to circulation, inventory, textbooks, and lost or damaged books; projects textbook needs for the school year. Recommends and purchases library books; organizes and processes materials ordered for the library.

Under the direction of the Principal, plans, develops, and implements an effective library program for the school; assists in defining, implementing, and evaluating the goals and objectives of the school media program; provides continuity and growth of the resource program. Stimulates student and teacher use of books and media. Works with school administrators to develop criteria and budget for procurement of media materials; develops a balanced and relevant library media collection. Maintains a clean and orderly library environment prepares displays and bulletin boards; maintains appropriate student conduct according to established guidelines; plans and provides activities to encourage enjoyment and appreciation of children's literature. Assists in implementing new library technology and equipment as required; conducts in-service training in use of library media equipment for teachers, clerks, aides, and students; and performs related duties as assigned.

BILINGUAL ASSIGNMENTS

Provides interpreting and translation services in a designated second language as required by the assignment; translates written materials and interprets for non-English speaking students and parents.

DISTINGUISHING CHARACTERISTICS

School Library Technicians independently plan and organize library media activities at an assigned school site and are additionally responsible for textbook processing and distribution. **Library/Media Technician II** is the advanced-level classification in the series; the incumbent performs lead and specialized duties at the District Library, assisting the Coordinator of Library Media Services in the acquisition, classification, and circulation of library media materials throughout the District. The **Library/Media Technician I** performs technical duties in operating the District's film and video library. The incumbent catalogs, circulates, and maintains records related to film library operations and must have technical library experience.

EMPLOYMENT STANDARDS

Knowledge of: Methods, materials, and techniques used to operate an effective school library program Dewey Decimal Classification System modern library practices, procedures and technology; textbook processing procedures; audio-visual equipment and media materials; computer applications to library processes cataloging procedures and standards, technical library procedures related to acquisition, cataloging, circulation and inventory; record keeping techniques.

Ability to: Plan and organize school library operations; perform technical library duties related to the acquisition, cataloging, circulation, and inventory of library media materials; operate modern media equipment and computer and peripheral equipment; work cooperatively with teachers and school-aged children; communicate effectively both orally and in writing; maintain records related to circulation, textbooks, inventory, and lost or damaged books; operate a typewriter and computer terminal; train and provide work direction to volunteers and others as assigned.

Those designated as Bilingual must demonstrate the ability to speak, read, and write a designated language, and to translate written materials and interpret for students and parents.

Typical Physical Activities and Work Environment: School library environment, subject to frequent interaction with children; work requires the ability to reach, bend, stoop, and lift objects weighing up to 25 pounds.

Typical Background: Any combination equivalent to graduation from high school supplemented by course work in library science and three years of increasingly responsible clerical experience, including two years of technical library experience.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.