

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Library Technician I	REPORTS TO:	Site Administrator
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OTBS
REVISED:	October 22, 2001		

BASIC FUNCTION:

Under general direction of a Librarian, Media Center Teacher, or other certificated staff assigned to supervise a school library, or a site administrator in an elementary or small secondary school, perform specialized library clerical and technical tasks related to the acquisition, processing, circulation, cataloging, maintenance, disposition, and record keeping for library media materials. (See current school classification and assignment formula).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Order, process, store, and circulate library materials, multimedia materials, and computer technology materials and equipment used in school libraries. **E**

Provide classroom teachers and support staff with library materials, including textbooks. **E**

Assist pupils and staff in locating and using library materials and equipment, including electronic information retrieval systems. **E**

Assist library certificated staff with instruction of pupils in library skills and research activities; organize reading promotional activities for elementary level pupils. **E**

Assume responsibility for the routine operation of the library in the absence of library certificated staff. **E**

Maintain records of acquisitions, withdrawals, and inventory; maintain computerized circulation system. **E**

Prepare a variety of reports for library operations; maintain records of expenditures for library materials, lost or damaged materials, and textbooks. **E**

Review condition of materials and make decisions regarding repair or recommendations for replacement. **E**

Make minor repairs to library computer and maintain other library equipment; contact district staff or vendors for computer repair, software problems, or other related activities.

Contact parents regarding lost or damaged library materials.

Train and direct the work of assigned clerical staff and/or pupil assistants under the supervision of certificated staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to possession of a certificate of completion as a library technician from a two-year community college program. One year of school or public library clerical experience supplemented by formal, directly related coursework may be substituted for possession of the certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern library organization, procedures, and library record keeping routines, including familiarity with one or more computerized library circulation, on-line public access, and information retrieval systems.
Reading and writing English communication skills.

ABILITY TO:

Troubleshoot computerized library systems.
Apply library clerical aptitudes including computational and keyboarding skills.
Assist pupils and staff in locating and using library materials and equipment, including electronic information retrieval systems.
Assist library certificated staff with instruction of pupils in library skills and research activities.
Operate standard office equipment including microcomputers and related software applications.
Exercise judgment and assume responsibility.
Establish and maintain effective working relationships with pupils, staff, parents, community members, volunteers and vendors.
Train and direct the work of pupils, assigned clerical staff, and volunteers.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Rapidly learn and apply pertinent district policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, library/classroom setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.