

## Carson City School District Job Description: Library Media Technician

**Job Title:** Library Media Technician

**Location:** School Site or District-wide

**Reports To:** Principal or Designee

**FLSA Status:** Non-exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 12-23-2019

### **General Job Description:**

Under general supervision, to perform a variety of responsible library technical work. The Library Media Technician will create and maintain an educational atmosphere that encourages rigorous student learning that supports school-wide and District curriculum. Leads the integration of 21st Century technology tools and strategies into the instructional program and to perform related work as required. Bilingual preferred.

### **Experience or training required:**

**Knowledge of:** Library methods, practices and terminology; classification systems; media, bibliographies, indexes, and other basic reference sources; English usage, spelling, grammar and punctuation; modern office and audiovisual equipment usage and procedures; record keeping techniques; one-on-one student devices as issued by the District.

**Ability to:** Use of media classification system(s) and basic library reference materials; assist teachers and students with special projects; perform professional cataloging and referencing work with minimal supervision; maintain discipline and order among students using the library; maintain records on textbooks; operate a computer keyboard; operate audiovisual equipment; maintain complex filing systems; instruct students in the use of the library; maintain routine records accurately; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:** Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in library science, or a closely related field; an example is completion or enrollment in a Library Services Certificate Program or work experience in a library or closely related facility wherein the incumbent has acquired the knowledge and abilities listed above.

### **Licenses or Certificates required:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Must possess a Nevada Department of Education substitute teaching license.

### **The Job Functions:**

Incumbents are responsible for the day-to-day operation of a library under the general guidance of a school administrator. Incumbents must have a good knowledge of technical library work, be able to plan and schedule work to meet the needs of the instructional staff. Incumbents are also required to develop library skills and creative learning activities, to present learning experiences to students and to monitor and control students assigned to the library. Some of the tasks require an incumbent to make suggestions regarding appropriate library materials for use in a given situation, to suggest references and sources of information, and to aid students and teachers in the selection of reading materials. Provides a safe, positive, orderly, and academically focused learning environment. Collaborates with teachers to integrate library media center services. Collaborates with administrators and teachers to develop library media center resources that align with District/school goals. Facilitate student development of independent critical thinking, information literacy skills, and digital citizenship. Frequent and close contact with students and/or teachers is characteristic of this position.

## Carson City School District Job Description: Library Media Technician

### **Essential Job Functions:**

Operates a school library; instructs and assists students and teachers in the use of the electronic card catalog, basic reference sources and in finding materials; receives and performs the duty of processing new books and materials; checks books in and out to students and/or teachers; evaluates collection for additions, withdrawals and duplications; inventories, does light repairs and orders books; as availability permits, the incumbent prepares, compiles and reserves books and other materials for teachers and classes to use in special assignments; develops and presents library skills and creative learning units; conducts story reading units; maintains budgetary records and reconciles with school budget; monitors and controls student behavior in the library; stacks, shelves, wraps, boxes and files books; mends, cleans and repairs books as is practical; prepares new library materials for circulation; review and revises electronic catalogs as needed; maintains library in an orderly manner in line with learning objectives; classifies and catalogs new materials; receives and processes periodicals for library and classroom use; prepares requisitions for books, periodicals and library supplies and equipment; supervises and trains student helpers; opens and sorts library mail; composes, keyboards and mails routine correspondence; sends out overdue notices, collects and receipts library fines; accessions each new book; answers telephone and provides varied information; inventories library materials; maintains bulletin boards; verifies availability of books on ordering list; checks prices and communicates with vendors, teachers and school personnel; receives, logs in and prepares books for display in the library; maintains computerized patron, media, and circulation files, does system update as needed; and track, issue and help maintain student one-to-one devices. Must be able to collaborate with other staff members, students, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

### **Physical Demands and Working Conditions:**

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

### **Environmental Conditions:**

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.