

JOHNSTONVILLE ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: Media/Library Technician

BASIC FUNCTION:

Under the direction of the Superintendent/Principal, plan and manage the media/computer lab and library programs; plan and manage the district's technology including Chromebook and staff equipment; promote technology skills through the computer lab and reading through the library; maintain the proper learning environment in a computer lab and library; assist students in learning computer/media literacy skills and technology; perform clerical duties needed to maintain computer lab materials and inventory; and consult with teachers for specific assignment emphasis; maintain a balanced library collection; maintain the proper learning environment in a library; assist students in learning information literacy skills and library technology; perform clerical duties needed to maintain library material and inventory.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Conduct curriculum-related technology/library lessons for classes for the purpose of imparting knowledge of necessary computer skills, resources, and research skills
- Serve as state testing coordinator for the school district, including training staff on testing processes and procedures
- Input, file, and accurately track testing data including paper and electronic records
- Supervise students taking tests and ensure compliance with all rules and standards
- Setup testing stations
- Assist instructional staff with students who need to make-up various state and local assessments
- Draft testing schedules for teachers and coordinate any changes
- Ensure state standards are met for percentage of students tested
- Schedule, proctor, and track all state required assessments
- Serve as District Test Coordinator including ordering state tests, ensuring students have identification numbers to test, and all student data is accurately recorded for the tests
- Plan and instruct students in proper usage of computer hardware and instructional software
- Assist teachers in planning and implementing lessons using the computer as a classroom tool
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning
- Is a member of the district's technology team
- Inventory and maintain all district Chromebooks
- Organize housing, management, and filing of computer software and hardware
- Complete minor computer and Chromebook repairs and maintenance
- Request repairs and maintenance of computer hardware for those items unable to accomplish
- Maintain up-to-date knowledge of available computer software and computer usage in schools upgrades computer skills as needed
- Assist students in using computers for tasks assigned by classroom teachers

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- Make recommendations to administration regarding both hardware and software needs and solutions
- Interact thoughtfully and courteously with students, staff and parents/guardians and resolve conflicts in a professional manner
- Process Chromebooks, hardware, software and related computer library media lab materials for the purpose of providing students and staff with required materials
- Process notices of missing or damaged technology hardware for the purpose of providing and/or maintaining access to computer resources and securing reimbursement for losses
- Schedule classes for the purpose of ensuring that computer lab facilities and personnel are available as needed
- Establishes long range Library Collection Development Plan for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner
- Evaluates, inventories, and maintains books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.).
- Maintains computer lab and library in a neat and orderly fashion (e.g. preparing bulletin boards/displays, dusting, sanitizing, arranging, etc.) for the purpose of ensuring an environment conducive to learning
- Processes notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses
- Manages and coordinates library programs
- Read age-appropriate stories to students; assist in the development of student writing skills
- Direct group activities of students as needed; assist in monitoring recesses, assemblies and playgroup activities; accompany students on field trips as assigned
- Communicate with the teacher in order to exchange information and resolve issues or concerns.
- Monitor, and redirect if necessary, student behavior and activity during lunchtime, breakfast, recess or other break periods; direct students to serving line, tables, classrooms or other appropriate areas; distribute, collect and store play equipment as assigned
- Observe, and redirect if necessary, student behavior in lunchroom, halls, restrooms, playgrounds, or other areas according to established policies and procedures; report student behavior issues to appropriate personnel
- Confer with students, administrators, and teachers concerning student behavior and assigned activities

OTHER DUTIES:

- Perform other related duties as assigned
- Follow and maintain knowledge of District policies and procedures

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation, maintenance, and capabilities of school computers/Chromebooks, operating systems, peripheral equipment, computer software use, and applications
- Technical library processes related to the acquisition and classification of materials
- Dewy Decimal classification system

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- Popular and classic books and their authors
- Operation of a computer, library-specific hardware and software; online databases; and record-keeping techniques
- California state testing procedures, hardware, software, and applications
- Basic child guidance principles and practices
- Safe practices in classroom activities
- Problems and concerns of students with special needs
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Basic instructional methods and techniques
- Classroom procedures and appropriate student conduct
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Basic record-keeping techniques
- First aid and CPR procedures

ABILITY TO:

- Train and assist students at various academic levels in the proper effective operation of computer hardware and educational software
- Learn instructional programs, curriculum, methods and procedures
- Utilize interpersonal skills using tact, patience, and courtesy
- Operate library equipment and other school appropriately
- Adapt to changing work priorities
- Maintaining confidentiality
- Assist with instruction and related activities in a classroom or assigned learning environment
- Monitor, observe, and report student behavior and progress according to approved policies and procedures
- Understand, and relate to, children with special needs
- Perform a variety of clerical duties, including duplicating materials
- Communicate effectively both orally and in writing
- Understand and follow oral and written instructions
- Establish and maintain cooperative and effective working relationships with others
- Observe, and redirect if necessary, student behavior in the lunchroom, halls, restrooms, playgrounds, or other areas
- Maintain consistent, punctual, and regular attendance
- Self-plan, schedule, and organize work (e.g. a self-starter)
- Work with a diversity of individuals and/or groups
- Receive and undertake directions given by supervisor

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Graduation from high school or equivalent
- Experience working with children in an educational or child care setting or
- Any combination of training and experience that could likely provide the desired knowledge and abilities

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom and Computer Lab environment
- Indoor and outdoor environment
- Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Ability to monitor student activities
- Bending at the waist, kneeling, or crouching to assist students
- Hearing and speaking to exchange information
- Reaching overhead, above the shoulders, and horizontally