

LIBRARY TECHNICIAN

DEFINITION

Provides assistance to students and teachers in a school library and performs informational, clerical and computer-related duties to support library functions.

TYPICAL DUTIES

- Assists in the overall school library functions by maintaining catalogs, lists, and records in the District's Library and Resource Management System; processing, circulating, and shelving books and various learning materials; stamping, labeling, mending, cleaning, and weeding library books and other learning resources; performing regular inventories; and preparing forms and notices.
- Provides guidance and assistance to students in the selection of books and in using other library resources.
- Adds library copies into a database utilizing the District's Library and Resource Management System and generates related reports including statistics reports and patron data reports.
- Presents educational information to students under the supervision of a Teacher Librarian or a certificated classroom teacher.
- Provides assistance to students in accessing research materials and retrieving information using the District's Library and Resource Management System to support units of study.
- Assists parents with accessing library services and instructional media for students.
- Assists visiting certificated teachers in the supervision of students visiting the library media center and review the work of student helpers or service students.
- Assists the Teacher Librarian or school site administrator in the selection and ordering of library materials according to current District selection and review policy.
- Helps maintain a learning environment that is inviting, safe, well-organized, collaborative, inclusive, up-to-date and conducive to learning.
- In collaboration with a school site administrator, may develop and maintain library policies and procedures.
- Completes the annual California Department of Education Library Evaluation in the absence of a Teacher Librarian.
- May assist in coordinating events and planning activities that encourage and motivate students to read.
- May read-aloud and provide book talks to groups of students.
- May collect reimbursement for damaged, lost, or late books and materials.
- May maintain records, prepare reports, mend, distribute, collect, and perform inventory of school site textbooks and workbooks.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Library Technician provides library media services for students and staff.

A Library Media Clerk performs specialized duties in library media centers or administrative offices that require the application of library clerical knowledge.

SUPERVISION

General supervision is received from a Teacher Librarian or a certificated administrator. Technical supervision may be received from a Teacher Librarian or certificated Library and Textbook Support staff. Work direction may be exercised over volunteers, student helpers, or service students.

CLASS QUALIFICATIONS

Knowledge of:

- Filing and record-keeping procedures
- Library organization and terminology
- Recordkeeping and report preparation techniques
- Microsoft Office
- Web browsing techniques
- Correct English grammar, spelling, and punctuation
- Written communication skills

Ability to:

- Develop positive, cooperative relationships with others
- Learn and apply District book ordering procedures
- Learn Dewey Decimal Classification System
- Learn and apply inventory methods and practices including adding copies and removing damaged items from collections
- File and order resources in alphabetical and numerical order
- Keep accurate records and generate reports
- Effectively read and write English
- Work and communicate effectively with students, parents, faculty and administrators
- Use a computer

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university;

OR

Receipt of a passing score on the District Proficiency Test and the Instructional Assistance Test.

Experience:

Six months of clerical or library experience, including use of a computerized library system is preferable.

SPECIAL NOTE

Employees will be required to complete the Destiny Library Manager and library practicing protocols training prior to completion of the probationary period.

Some employees may be required to complete the Destiny Textbook Manager and textbook practicing protocols training.

Ability to speak and read in a language other than English may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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