

Elementary Media Technician

Purpose Statement

The job of Elementary Media Technician is done for the purpose/s of performing administrative and clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, documenting losses and monitoring procedures; implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Conducts classes and/or activities in a variety of formats (e.g. reading, story telling, puppet plays, contests, etc.) for the purpose of promoting the use and enjoyment of literature.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of ensuring the availability of materials as required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Oversees library collection at assigned site (e.g. monitoring reviews, developing library collection, ordering within budget parameters, balancing, weeding, etc.) for the purpose of ensuring the availability of a cross section of literature and materials for the education and enjoyment of students and staff.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares computerized and manual reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes new student access credentials; 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.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files; barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.

- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Teaches grade level library standards and Language Art concepts related to library skills for the purpose of promoting the efficient and productive use of the library by students.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; basic bookkeeping; and age appropriate literature.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships with adults and children; adapting to changing work priorities; maintaining confidentiality; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed in some varying atmospheric conditions.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Title 1 Schools require an Associates Degree, 48 hours of post high school instruction, or pass District proficiency test in compliance with No Child Left Behind legislation

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt