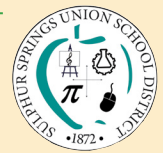


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

LIBRARY RESOURCE TECHNICIAN

DEFINITION

Under general supervision, to operate a school library media center; to perform a variety of responsible library media technical and record keeping work; to serve as a resource to students in the use of the library; to process reading, reference, and textbooks; to serve as a resource to teachers; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class operate a school library media center under the general supervision of the school principal. Incumbents have considerable independence in the operation of the library within an established framework. Incumbents recommend purchase of media and equipment from District and other funding sources.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Check materials, books, magazines and AV equipment in and out using manual and automated processes; scan books and student I.D. bar codes; maintain statistics related to library usage; pull books from shelves for teachers; shelf books.

Consult with and request teacher input in the selection of media and equipment; review library materials catalogs and samples for relatedness to state frameworks and District curriculum; recommend media, technology, equipment, and book purchases; order library books, magazines, computer software, and supplies.

Instruct teachers and students on the use of library software, and assist students in use of computers; read stories to students and prepare book talks; assist students in using library and selecting books; assist and reinforce teacher instruction in library skills acquisition; prepare lessons and learning activities for students to develop library skills and appreciation; maintain discipline.

Maintain and update manual and automated card catalog system and inventory, read shelves, conduct inventories, remove obsolete materials from library collection, delete lost and removed books and materials from library collection records.

Receive textbooks and supplemental instructional material deliveries, review shipment to verify items received and identify errors and damage; arrange for textbook delivery to teachers; participate in the development of distribution and collection procedures; maintain inventory of textbooks at school site.

Prepare lists and notices, and keep track of overdue materials.

Prepare routine forms and documents using typewriter and/or computer and order library supplies. Maintain oral and written communication with administration, faculty, students, and parents.

Receive and process new library media; stamp ownership, glue pockets, affix labels, and cover books; file library catalog and shelf list cards; make routine book repairs; clean books.

Schedule and fill request for media and equipment.

Troubleshoot and repair minor AV and library equipment problems; complete equipment repair requisitions. Communicate needed repairs and safety hazards to site staff.

Publicize library services, develop and implement reading incentive programs; promote and conduct fundraising events; make lists of new books for teachers; design bulletin boards and book displays.

File catalogs and manuals; install software on computer; repair library books, and textbooks.

Operate office equipment such as a computer terminal, photocopier, laminator, and calculator; operate specialized library software to access periodicals, newspapers, articles, bibliographic data, encyclopedia, and other references.

Assign, guide, monitor and correct the work of assigned library personnel and volunteers.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Dewey Decimal System.

Library methods, practices and terminology.

Modern office methods and procedures.

Filing methods, record keeping and standard office equipment operation.

Proper English language usage, grammar, spelling and punctuation.

Record keeping techniques.

Computer operation.

Basic mathematics.

Ability to:

Operate a school library efficiently and effectively for the benefit of teachers and students.

Use the Dewey Decimal System and basic library reference materials.

Assist teachers and students with special projects and use of the library.

Process, distribute, and maintain records on media and materials.

Operate computers and software.

Operate audio/visual and office equipment.

Make accurate arithmetic calculations.

Operate a typewriter keyboard with accuracy.

Understand the needs of students at the respective age level.

Control student behavior in library and work effectively with students.

Learn pertinent procedures and functions quickly and apply them without immediate supervision.

Maintain files and records of average complexity.

Recognize hazards to safety.

Understand and carry out oral and written instructions.

Communicate effectively in English, both orally and in writing, displaying tact, patience, and judgment.

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is one year of experience performing varied library work in a public or school library and/or completion of a formal, college-level certificate program in library science or a closely related field.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)
Read small print

To Perform Tasks Such As To:
Maintain records of overdue books

Hearing: (which may be corrected)
Understand speech

To Perform Tasks Such As To:
Order books and supplies; communicate with students and staff

Speech:
Speak with a level of proficiency and volume to be understood over a telephone
Speak with a level of proficiency and volume to be understood in face-to-face public contacts
Speak with a level of proficiency and volume to be understood in a classroom, and speak for prolonged periods

To Perform Tasks Such As To:
Order books and supplies

Communicate with students, teachers, parents and staff
Read stories and present book talks; monitor students working in the library

Upper Body Mobility:
Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow
Extend arms to reach outward and upward
Use hands and arms to lift objects
Turn, raise, and lower head

To Perform Tasks Such As To:
Maintain written and computer records; shelve books

Check materials and equipment in and out
Pull books for teachers
Supervise students

Lower Body Mobility:
Walk on even surfaces

Stand for periods of 50 minutes

Bend at waist

To Perform Tasks Such As To:
Circulate in library to serve students; shelve books
Circulate in library to serve students; shelve books; work at circulation desk
Pick-up boxes from floor; shelve on low shelves

Strength:
To lift, push, pull and/or carry objects, on a frequent basis, which weigh as much as 40 pounds

To Perform Tasks Such As To:
Check AV equipment in and out; process books and materials

Environmental Requirements:

Constant work interruptions
Work independently
Work alone
Work cooperatively with others

Work inside

Mental Requirements:

Read, write, understand, interpret, and apply moderately complex information

Math skills at a basic level

Memorization

Judgment

Listen

Demonstrate and give verbal/written instructions

Write/compose at a basic level

To Perform Tasks Such As To:

Assist students and teachers in use of library
Prepare bibliographies and maintain records
Process books and alternative media
Instruct teachers and students on software;
schedule library use
Perform all duties in a library/office setting

To Perform Tasks Such As To:

Assist students in finding materials and using software
Order supplies and keep record of monies
Assist students in locating books
Work with students; select materials for collection
Understand questions from students and teachers
Instruct students and teachers on software and card catalogs
Complete necessary reports