

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE: LIBRARY/MEDIA TECHNICIAN**

**EMPLOYEE CLASSIFICATION:** Non-exempt, Classified

**QUALIFICATIONS:**

- High School diploma or GED
- AA Degree, 60 college credits or passing score on ParaPro test
- Experience with Microsoft Office products
- Demonstrated general clerical experience and knowledge of library operations/terminology
- Demonstrated ability in record keeping, minor book repair, and operation of library office equipment
- Effective communication skills

**OVERVIEW OF JOB DESCRIPTION:** The library/media technician is responsible for the operation of the library/media center; is a library advocate and have a positive attitude toward the library/media program, providing each student with an enriched environment containing a wide variety and range of materials.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Serves as a resource person for the staff and students.
3. Assists teachers with the instruction and use of the media center and its resources.
4. Performs charge-out, checks-in and reshelving of books, other library materials, and audiovisual equipment.
5. Makes minor repairs on books, other library materials and equipment.
6. Administers the library budget in a manner to provide a balanced collection of print and non-print materials of adequate quality and quantity to meet the varied needs of the children in all areas of the school program.
7. Maintains and upgrades as necessary the library's computerized tracking system.
8. Performs a yearly inventory of materials and equipment.
9. Selects materials in a variety of formats to supplement the curriculum and meet individual interests and needs.
10. Prepares and submits orders, and reports as required in accordance with district procedures.
11. Recommends purchase of media equipment.
12. Organizes materials according to standard established criteria to be readily assessable for use.
13. Trains and supervises volunteers to assist in the operation of the library media center.
14. Maintains the library/media center in a safe, attractive, and functional manner.
15. Maintains professional competence through in-service, educational activities or in self-selected professional growth activities.
16. Performs other job related duties as assigned.

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.