

Medical Lake School District #326
Medical Lake, Washington

CLASSIFIED POSITION ANNOUNCEMENT

**Library Technology Support
Hallett Elementary/Anderson Elementary
6.5 Hours per day**

Posting Date: May 15, 2019
Open until filled

Posting # 1920.19
Superintendent:
_____ Date _____
Personnel:
_____ Date _____
New Employee:

Start Date:
August 28, 2019
Replacing:

SUMMARY OF ASSIGNMENT:

To provide student and staff with a well-organized, smooth functioning environment. Maintain a wide variety and range of materials to aid all students in acquiring skills needed to take full advantage of the library. Assist teachers and students in the effective use of the library as a learning resource. Contract hours will be evenly split between the two elementary schools.

PERFORMANCE RESPONSIBILITIES:

1. Assists in operating and supervising the library to which assigned.
2. Assists in evaluating, selecting, and requisitioning new library materials.
3. Assists staff and students in selection of materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains records for all library materials, and instructs staff and students on the use of the system.
6. Arranges for interlibrary loan of materials of interest or use to staff.
7. Works with Librarian in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students utilizing library facilities.
9. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic.
11. Participates in staff meetings.
12. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
13. Arranges frequently changing book-related displays and exhibits likely to interest the library patrons.
14. Assists in weeding obsolete and worn materials from the collections.
15. Supervises the clerical routines necessary for the smooth operation of the library.
16. Supervises the use of, maintains and troubleshoots all technical equipment, and assists staff in setting up technology for presentations.
17. Demonstrates professional growth by attending area and district workshops that relate to the development of library technicians.
18. Must treat school information confidentially.
19. Make recommendations for purchase of personal computers, software and peripheral equipment.
20. Install and maintain personal computers, application software and related products in a network environment.

21. Troubleshoot and resolve hardware, application software and peripheral equipment problems.
22. Repair or arrange for repair of personal computers and peripheral equipment.
23. Assist staff and administration in setting up technology for presentations.
24. Assist staff and administration in providing training related to personal computers and related equipment.
25. Ensure personal computer safety.
26. Ability to set up video conferencing.
27. Ability to update web pages.
28. Ability to work quickly and effectively to install programs, and maintain hardware in the library.
29. Perform other duties to support student growth as may be assigned by the supervisor.

QUALIFICATIONS:

1. Must have at a minimum an AA in Library Technician or computer applications, equivalent certification or work related experience.
2. Solid technology background with the ability to learn and operate various software programs, troubleshoot hardware and software problems, and design web pages with working knowledge of html preferred.
3. Skill in operating and maintaining various multimedia AV equipment and computer operations in a networked environment.
4. Ability to work cooperatively and communicate effectively with students, teachers, parents, specialists, and administrators.
5. Ability to operate school office and instructional equipment.
6. Ability to work independently.
7. Maintain school confidentiality.

IMMEDIATE SUPERVISOR(S):

Building Principals

TERMS OF EMPLOYMENT:

This position is a part of the PSE bargaining unit and salary will be per negotiated agreement.

APPLICATION PROCEDURE:

Current Employees:

Please submit a letter of interest

Other Applicants:

Please apply online through FastTrack at www.mlzd.org , navigate to the Employment page.

Questions regarding applications can be directed to:

Debra DuPey, Human Resources Specialist

ddupey@mlzd.org or 509-565-3120