

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Library Technician

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Principal

**RANGE:** 240

**WORK YEAR:** 9 Months

**CLASS:** Instructional Support

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under general supervision, to collaborate with administration, staff, and students to maintain a balanced library program that promotes basic literacy and 21<sup>st</sup>-century learning skills, fosters students' love of reading, and provides appropriate support for District curricula; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by offering students and teachers access to and support in the use of text and media resources that extend standards-based classroom learning.

**SUPERVISION OVER:** Students

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Assists students in becoming familiar with the arrangement, location, and materials in a school library.
- Assists students and staff in locating and using standard print and multi-media library resources (e.g. card and computerized catalogues, databases, search engines, indexes, reference books, support materials, etc.).
- Troubleshoots minor computer/peripheral equipment problems and initiates a work order for more complex technology issues.
- Maintains a library calendar, assists teachers with scheduling library use, publicizes library vacancies, and accepts "drop-in" visitation as availability permits.
- Receives visits from teachers and their students; suggests print and electronic resources for learning; checks materials in and out; reads appropriate selections to students.
- Monitors and maintains appropriate behavior and order amongst students using the library.
- Reinforces District standards for students' appropriate social and ethical Internet use.
- Implements and supports reading programs adopted by the site and District.
- Trains and supervises student library helpers.
- Performs paraprofessional library duties using standard library principles and terminology.
- Orders, receives, processes, and circulates curriculum/standards aligned library and media materials with appropriate property markings, jacketing, and packaging.
- Uses appropriate computer software programs to prepare and maintain a variety of records and reports related to textbook inventory, requisitions, budget, and other documents pertaining to library operations.
- With guidance from site administration, manages and expends budgets (e.g. District allotments, grants, donations, etc.) for collection development in accordance with the District/site library plan.
- Maintains an ongoing electronic inventory of books and materials, issues overdue notices, submits list of lost books to office, repairs damaged books; disposes of damaged/outdated materials in accordance with District procedures; conducts a comprehensive year-end electronic inventory.

- Maintains work site as a clean, organized, welcoming place for students and staff; prepares bulletin boards and book displays to promote use of library facilities or specific reading programs.
- May fundraise via school book fairs to procure supplemental funding for library books, magazines, resources, and materials.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent; community college and/or vocational training certificate preferred.
- One to three years library or instructional setting work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

#### **KNOWLEDGE OF\*:**

- Standard library practices, terminology, and procedures (e.g. use of card and computerized cataloguing systems, Dewey Decimal System classification, basic reference sources, library software, etc.).
- General clerical and record-keeping duties.
- Budgeting, purchase orders, and ordering methods.
- Basic methods and techniques for operating and trouble-shooting computer hardware/software, audiovisual equipment, and office machines.
- Behavior interventions and management strategies for students of various ages.
- Information literacy standards and the District's technology Acceptable Use Policy.
- Correct English usage, grammar, spelling, and punctuation.

#### **ABILITY TO\*:**

- Analyze books/print materials and author descriptive subject headings and classifications.
- Identify and recommend literature appropriate to reading level and interest, motivate students, and positively influence their reading and academic habits.
- Learn, apply and explain library and school rules, regulations, and policies.
- Organize and prioritize projects.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

## **WORKING CONDITIONS:**

**PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while moving about the library to assist students, access materials, etc.
- Work is performed while in a stationary position to use a computer work station.
- Work is performed while positioning self to shelve books, access files, etc.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 20 pounds across the library.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard and standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job*

**SAMPLE ENVIRONMENT:** Indoor setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer.