



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>LIBRARY MEDIA TECHNICIAN II - BILINGUAL</u>			
DEPARTMENT/SITE:	School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	22 per 2020/2021 Schedule
		WORK YEAR:	11 Months (170 Days)
REPORTS TO:	School Principal	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of a site administrator, perform a variety of technical library duties in the circulation, maintenance, processing and distribution of library books and instructional materials at one or more middle school sites; provide technical information and assistance to students and teachers concerning the research, selection, location and use of library materials and equipment; communicate with students in English and a designated second language to facilitate the learning process. The incumbents in this classification assist in providing students with library support in various areas which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Library Media Technician II** classification is assigned to one or more middle school libraries. Incumbents are responsible for maintaining a larger and more diverse collection of library materials. The **Library Media Technician I** classification is assigned to one or more elementary school libraries. Incumbents perform a variety of library duties involved in the circulation, maintenance, processing and distribution of books and instructional materials.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of technical library duties in the circulation, maintenance, processing, and distribution of library books and instructional materials at one or more middle school sites; process new books and materials; maintain the library collection in a neat and orderly condition.

Circulate library books and instructional materials; check materials in and out to students and staff using assigned computerized system; sort and shelve new and returned books and materials; inspect, mend, and repair damaged books and materials as appropriate; purge obsolete materials as needed.

Serve as a technical resource to students, faculty and others concerning the research, selection, location, and use of library materials, internet searches, and equipment; respond to inquiries and provide technical information and assistance concerning related practices, techniques, policies, and procedures.

Assist students and faculty with researching instructional materials for classroom use; advise students in proper methods of utilizing library and reference materials and systems; assist students with utilizing computer systems for research projects and locating books and materials.

Communicate with students in English and a designated second language to facilitate the learning

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process;

provide oral and written translation between teachers, parents, staff, and others as required; translate notes, letters, and other materials as needed.

Assist students with utilizing computers and related peripheral equipment and software and internet applications in the library; explain related practices, procedures, and techniques; answer questions, resolve issues and perform demonstrations.

Promote the use of the library to faculty and students; schedule class use of the library as required; conduct library orientations; conduct book discussions with students as assigned; prepare for book discussions and learning activities; read books to students as required.

Compile information and prepare and maintain various lists, records and reports related to books, instructional materials, circulation, students, overdue materials, inventory, classes, and assigned activities.

Input, scan, and update circulation-related records, circulation, and various other data and information in an assigned computer system; utilize computers to extract and verify data and information; establish and maintain automated records and files; initiate queries and generate computerized reports.

Calculate and collect fees for lost, damaged, or overdue books as needed; contact, generate, and distribute lost, damaged, or overdue book notices, reminders, and billings to parents.

Confer with faculty to coordinate library visits, schedules, and activities; prepare and update literature plans as required; encourage reading among students; present learning activities to enhance library skills among students; recommend books to students in response to needs and interests.

Assist teachers with planning library activities and aligning instructional materials with classroom lesson plans; assist teachers and students with selecting age and subject-appropriate reading materials.

Research and provide information regarding available books and library materials; locate and reserve library books and instructional materials in response to student, staff, teacher, parent, and other requests.

Monitor inventory levels of books, instructional materials, and other library supplies; conduct regular and periodic inventories; provide input and recommendations regarding inventory needs; order and maintain adequate inventory levels of library supplies as required.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; prepare, distribute, and respond to correspondence.

Operate a variety of office and library equipment including a copier, overhead projector, laminator, computer, and assigned software; troubleshoot minor media equipment malfunctions; may drive a vehicle to travel between school sites and other district locations as required.

Organize and prepare library displays, decorations, and bulletin boards as required; maintain a clean library environment.

Monitor and maintain acceptable student behavior in the library; explain and assure student compliance with established library rules and policies.

Maintain and update library calendars and schedules.

Assist with coordinating and conducting special events such as book fairs as assigned.

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Assist in training student assistants as required.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations, and maintenance of school libraries.

Library practices, procedures, reference materials, resources, and terminology.

Library cataloging and classification including computerized and the Dewey Decimal systems.

Filing, indexing and inventory procedures.

Record-keeping and report preparation techniques.

Reading levels, appropriate reference materials and systems and basic curriculum standards related to middle school students.

Correct English and a designated second language usage, grammar, spelling, punctuation, and vocabulary.

Middle school library policies and objectives.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Mathematic calculations.

ABILITY TO:

Perform a variety of technical library duties in the circulation, maintenance, processing, and distribution of the textbooks, library books, and instructional materials at one or more middle schools.

Monitor and maintain acceptable student behavior in the library.

Read, write, translate, and interpret English and a designated second language.

Assist students with utilizing computer systems for research projects and locating books and materials.

Interact effectively with students.

Maintain files and records and prepare reports.

Type or input data at an acceptable rate of speed.

Be flexible to handle changing situations, procedures, and priorities.

Work independently with little direction.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years clerical or library experience including work with computer operations and library circulation functions.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require possession of a valid California driver's license.

Some positions in this classification may require incumbents to maintain qualification for automobile insurance coverage.

Possession of a certificate in cardiopulmonary resuscitation (CPR) and first aid certificate.

WORKING CONDITIONS:

ENVIRONMENT:

School library environment.

Constant interruptions.

Some positions may require driving a personal vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and handle books and other materials.

Seeing to read a variety of materials and view computer monitors.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing, and pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling, or crouching to shelve and retrieve books.

Reaching overhead, above the shoulders and horizontally.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/96: Rev. 08/98; Reallocated 10/10 (Ewing)

07/23 Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23