



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

#### **LIBRARY MEDIA TECHNICIAN I - BILINGUAL**

<b>DEPARTMENT/SITE:</b> School Site	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 20 per 2020/2021 Schedule <b>WORK YEAR:</b> 11 Months (170/192 Days)
<b>REPORTS TO:</b> School Principal	<b>FLSA:</b> Non-Exempt

#### **BASIC FUNCTION:**

Under the direction of a site administrator, perform a variety of library duties in the circulation, maintenance, processing and distribution of books and instructional materials at one or more elementary school sites; assist students and teachers in the 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 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. 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.

#### **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 library duties in the circulation, maintenance, processing and distribution of books and instructional materials at one or more elementary 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.

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; explain library practices and procedures; assist students in researching instructional materials for classroom use.

Communicate with students in English and a designated second language to facilitate the learning process; provide oral and written translation between teachers, parents, staff, and others as required; translate notes, letters and other materials as needed.

Promote the use of the library to faculty and students; schedule class use of the library; conduct library

orientations; advise students in proper methods of utilizing library and reference materials and systems; select and read age-appropriate stories to classes; discuss stories with students.

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

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; maintain and update related lists and records.

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

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 periodic inventories; provide input and recommendations regarding inventory needs.

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; may drive a vehicle to travel between school sites and other district offices 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; prepare and issue library cards.

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:**

Basic functions, operations, and maintenance of school libraries.

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

Library cataloging and classification including the Dewey Decimal system.

Filing, indexing, and inventory procedures.

Record-keeping and report preparation techniques.

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

Age-appropriate books for assigned school levels.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Mathematic calculations.

**ABILITY TO:**

Perform a variety of library duties in the circulation, maintenance, processing, and distribution of books and instructional materials at one or more elementary school sites.

Monitor and maintain acceptable student behavior in the library.

Interact effectively with students.

Maintain files and records and prepare reports.

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

Type or input data at an acceptable rate of speed.

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 one year 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.

Regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds.

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: 3/93; Rev. 12/96; 5/00; 10/01; Reallocated 10/10 (Ewing)  
07/23 Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23