

**Corning Union High School District
Job Description**

JOB TITLE: Library Technician

Salary Range:

DEPT./FAMILY: Student Services

Immediate

Supervisor:

Principal

Approved:

Board of Trustees

DEFINITION:

Under the general supervision of the site administration and as an integral part of the library/media program, to perform a variety of library, clerical and computer duties in the school library setting; to provide assistance to students and staff.

May exercise functional and technical supervision over students, student assistants, and parent volunteers, as directed.

ESSENTIAL FUNCTIONS:

- Provide students with a healthy, friendly environment in which students are encouraged to explore a wide variety of interests through books and other media.
- Promote and showcase high-interest literature through a variety of venues: storytelling, bulletin boards, and other display areas.
- Establish positive rapport with students; help build confidence, self-esteem and responsible behavior in students.
- Help maintain the physical appearance and ease of use of the library.
- Shelf books and organize other materials housed in the library. Maintain orderliness of shelved materials.
- Repair items in need of mending in a timely fashion. Refer items beyond repair for discard replacement evaluation by site administration.
- Perform a variety of clerical duties, including compiling and maintaining library media center records and files; prepare library schedule, in collaboration with teachers and site administration.
- Attend and participate in professional development activities as assigned; attend appropriate job-related workshops, conferences and classes.
- Assist in the collection of monies for lost or damaged materials, issue receipts, and route fiscal services in an accurate and timely manner
- Perform other job-related duties and responsibilities as assigned.

ENVIRONMENT

- Work is performed in an indoor environment.
- May be exposed to potential physical harm or hazardous chemicals.

PHYSICAL ABILITIES

- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 25 lbs.
- Ability to stand/walk all areas of the library for approximately 1/4 of an assigned day.
- Reaching above shoulder height to replace books and instructional media.

REPRESENTATIVE DUTIES:

- Assists students and staff with reference questions, the use of materials and equipment such as book selection, catalogues and available services covering periodicals, indexes, Public Access Catalog and the Internet.

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- Review, repair, catalog and replace library media materials.
- Maintain a clean learning environment.
- Gathers, compiles and analyzes computerized statistical data for ongoing library records.
- Develops and prepares forms and related documents; maintains and files paperwork.
- Searches and utilizes on-line resources sites for programs, reports, and other functions.

KNOWLEDGE, ABILITIES AND SKILLS:

- Basic operations, services and activities of a library.
- Principles of record-keeping and reporting.
- Basic library terminology.
- Modern office methods, practices, procedures, and computer software needed for library/media center.
- Correct English usage, spelling, vocabulary, grammar, sentence structure, and punctuation.
- Operate computers, printers, copiers, laminators and other office equipment as needed.
- Skill in the use of library computer systems.
- Standard library practices and techniques.
- Referencing materials and information.
- Working independently or as a team member.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain confidentiality of student and school information.
- Understand and follow oral and written instructions.

QUALIFICATIONS:

- One year of clerical and computer experience, including some exposure to basic Library procedures.
- Some experience working in an organized educational setting is desirable.
- A high school diploma or GED; some college preferred.