

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: LIBRARY MEDIA TECHNICIAN II

DEFINITION: Works independently under the general supervision of the Elementary School Principal and the District Librarian is responsible for the operation of the elementary school library program and performs related duties as assigned. This class is unique in that an extensive knowledge of the library and library clerical procedures is necessary. Program guidelines are received from the District Librarian.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Responsible for planning and working with all classes and individuals to carry out activities and lessons in library programs responsive to curriculum goals
- Assist teachers, students, and parents in locating and selecting books and other media
- Plan a variety of group and individual lessons and activities to assist and instruct students in the basic library skills and media equipment operations
- Promote good literature and literacy
- Plan with the district librarian and school principal for expenditure of the library budget
- Read professional journals and materials to be prepared for planning of program and material selection
- Preview materials at various locations
- Plan, evaluate, select, recommend, order, and check acquired materials to meet school needs
- Assist in defining goals and objectives including implementation and evaluation of library programs and policies
- Coordinate special events such as book fairs, book donations and author visits (including scheduling, announcements, implementation and responsibility for money involved)
- Check out all library materials, maintain records, and follow up on overdue and lost items including billing and collection of money
- Inventory, weed and maintain library collection
- Maintain the card catalog database
- Plan and prepare a suitable environment through bulletin boards and displays
- Examine and repair where feasible all library books, media and equipment
- Use basic office equipment and audio-visual equipment, as needed
- Maintain close communication with the teaching staff regarding library needs of their classes and of individual students
- Provide research assistance to teaching staff
- Recruit, train and supervise volunteers and student aides
- Attend regular library staff meetings, in-service meetings and school staff meetings
- Maintain, distribute and inventory the school textbook room
- Assist the Principal in textbook and supplemental material orders
- Other duties as assigned

REQUIREMENTS:

- Ability to use a computer
- Type at a net speed of 40 words per minute

POSITION TITLE: LIBRARY MEDIA TECHNICIAN II, Continued

QUALIFICATIONS:

Knowledge of:

- Children's literature
- Current trends in children's literature and education
- General library practices and procedures
- Media selection criteria
- Behavioral techniques

Ability to:

- Understand and communicate oral and written directions effectively
- Work independently and effectively with students, staff and general public without direct supervision
- Foster student appreciation of good literature
- Fulfill student and staff requests for materials appropriate to level and interest
- Work with minimum supervision; organize and prioritize work effectively

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Library work or librarian courses are desirable
- Previous experience with children
- Completion of the twelfth grade
- Completion of two years of college or equivalent, which includes a course of study in children's literature, is desirable

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

POSITION TITLE MEDIA TECHNICIAN II, Continued

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions and prolonged periods of time working at a computer terminal

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: August 3, 1995 (ref. 5302)

Revised and Approved: Dec. 14, 2006

Revised and Approved: May 4, 2012