SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Middle School Media/Library Technician
CLASS CODE: 897

CHARACTERISTICS OF THE CLASS:
Under general supervision, coordinates and operates a computerized media/library center; provides technical, instructional and clerical services and support for a media/library center; provides information and instruction on, and trains staff and students in the use of media/library materials, programs and equipment; performs routine set up and installation of, and minor maintenance on computerized equipment; and performs related duties as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Presents skills to and assists students in a variety of media/library center programs, assignments and projects, and in the use of equipment; provides media skills information, consultation, and follow up assistance for individual, small groups and/or a classroom of students; uses a variety of audio, graphic and printed presentation materials and computer equipment to reinforce skills and learning; assists students with daily assignments, projects, researching materials, study skills, home work, remediation and extended learning programs; assists students in search strategies, use of the Dewey Decimal System and using reference materials; monitors and reports student performance and progress; maintains corresponding records; researches gathers materials and resources to support instruction; keeps informed of new media/library equipment, materials and programs available for use and makes recommendations to staff for new/replacement purchases; instructs students and staff in appropriate equipment operation; performs routine set up of computer hardware and installation of software following established district equipment and software standards; performs initial troubleshooting of hardware and software problems and refers unresolved or complex issues to technology services; prepares back up systems; schedules media center use in coordination with teachers and other District groups; processes, organizes, moves and inventories print and non-print materials and equipment and keeps appropriate records, including a daily circulation count; monitors list of overdue books, collects fines; prepares bulletin boards and media displays; coordinates media/library special events; attends related in-services, meetings and conferences; works with other media/library technicians to share materials and information, and maintains appropriate standards for library behavior and use of materials and equipment.

QUALIFICATIONS:
Education and Experience:
Experience working with students in large and small group situations; prefer individuals with course work in library science and/or experience working in a media/library center using library reference systems and procedures and using related computer technology and software.

Knowledge and Abilities:
Knowledge of library procedures, technology and reference materials;
Knowledge of operating systems, programs and principles of computer assisted instruction;
Knowledge of uses, components and operation of networked and stand-alone computer systems and peripheral equipment;
Knowledge of clerical practices and procedures;
Knowledge of and proficiency in computer keyboard;
Ability to schedule activities for the effective utilization of resources;
Ability to organize and schedule blocks of time;
Ability to process print and non-print materials and media equipment;
Ability to use trouble shooting techniques to solve minor software and/or hardware problems (e.g., computers, scanners, printers, video systems, etc.)
Ability to perform clerical work with accuracy;
Ability to develop clear reports and keep accurate records;
Ability to communicate with students with various abilities and interest levels;
Ability to successfully supervise students;
Ability to present oral presentations to groups;
Ability to establish and maintain effective working relationships with students and adults, both in groups and individually.

Physical Characteristics (consideration will be given to reasonable accommodation):

With or without the use of aids: sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and in addressing groups; sufficient dexterity to write, use the telephone, business machines and related equipment; sufficient physical strength and mobility to lift up to 40 pounds, carry, push or pull books and related instructional materials, computers and other media/library equipment; sufficient mobility to move around the media/library center to assist with instruction, conduct presentations, demonstrate equipment use and repair equipment.

Other Characteristics:

Willingness and ability to be trained, receive updated training, and perform basic hardware/software setup and installation, and minor repair and maintenance of computers and related equipment.

Board Approved: 8/8/00
Revised: 9/12/00 (Physical Characteristics)