

Maxwell Unified School District
515 Oak Street
Maxwell, Ca. 95955
530-438-2291
FAX 530-438-2693

JOB DESCRIPTION – LIBRARY TECHNICIAN

DEFINITION:

This is a classified position working under the supervision of the site principal in the school library or areas assigned by the site principal, including possible classroom assignments.

DUTIES:

- Prepare and provide library instruction including reading instruction and discussing books with individuals and classes. This instruction may happen in the library or in an individual classroom.
- Prepare educational bulletin boards and displays within the library.
- Assist students with library services, including identifying books for their reading level.
- Selects and purchases books appropriate for the school site library.
- Processes teacher and student requests for books, articles, and magazines.
- Maintains book shelves and library area organization.
- Oversees book check in and out for students and teachers.
- Covers new books and repairs damaged books.
- Prepare schedules for students and classes to come to the library.
- Prepare overdue book notices; sends letters home and collects money if a book is lost or damaged.
- Run Lost Book reports and maintain lost book and refund files.
- Surplus library books and materials when necessary.
- Coordinate with PTO during Book Fair.
- Create accounts for students and Teachers using the Library Management Program.
- Supervise and assist students in the library during recess.
- Maintain Chromebooks and carts that are stored in the library.
- Orders, receives, catalogs, issues and maintains inventories of all Media Center supplies and equipment, including books, periodicals, computer diskettes, CD's, etc.
- Maintain/Facilitate Reading related programs such as Reading counts and Footsteps 2 Brilliance.
- May be required to perform student supervision in the cafeteria and playground; before school, after school, break, recess, or lunch times.
- Perform other duties as assigned by district or site administrators.
- Maintain/Facilitate Reading related programs such as Reading counts and Footsteps 2 Brilliance.

REQUIRED QUALIFICATIONS AND ABILITIES:

- Must be a high school graduate.
- Must have an understanding of student learning strategies related to reading.
- Ability to organize and schedule activities
- Ability to work independently and with initiative in ensuring the completion of assigned duties.
- Ability to work collaboratively with staff and have effective staff working relationships.
- Ability to work independently and with initiative to ensure completion of duties.

PHYSICAL DEMANDS:

- May perform some walking, standing, bending, or carrying of light items. No special physical demands are necessary to perform the work.
- Work is typically performed in an adequately lit and climate controlled area.

Board Approved: 2/13/2019