

## PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: September 17, 2014  
Salary Schedule: 20; Row: 18

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **JOB TITLE:     LIBRARY MEDIA TECHNICIAN**

**JOB PURPOSE STATEMENT:** Under the general supervision of the site Principal or Librarian, coordinates and operates a computerized media/library center; provides technical, instructional and clerical services to support a media/library center; performs complex and specialized library work with or without director supervision of a certificated librarian; provides information, instruction and troubleshooting in the use of library materials and electronic devices; and performs related duties as required.

### **JOB FUNCTIONS:**

- Operate library computer system
- Support teachers with materials for curriculum delivery, including digital resources
- Play an active role working collaboratively with school/district leadership making the necessary instructional and cultural shifts toward Common Core State Standards
- Attend curriculum, technology and library personnel meetings as needed
- Monitors student behavior and report inappropriate actions to appropriate personnel
- Provide opportunities for students to engage with texts on any preferred device and format
- Promote the use of the library as an integral component of before, during and after school programs and other informal learning initiatives of the school
- Support the program of digital citizenship in the school
- Maximize the school library environment, creating a rich information and technology environment to support teaching and learning
- Present skills to and assist students in a variety of media/library center programs, assignments, projects and in the use of equipment
- Use a variety of audio, graphic and printed presentation materials and computer equipment to reinforce skills and learning

JOB FUNCTIONS – continued

- Assist students with daily assignments, projects, researching materials, study skills, homework, remediation and extended learning programs
- Assist students in search strategies, digital research (i.e. using search engines, citations, etc.)
- Keep informed of new media/library equipment, materials and programs available for use and makes recommendations to administration for new/replacement purchases
- Instruct students and staff in appropriate equipment operation
- Perform routine set up of computer hardware and installation of software following established district equipment and software trends
- Perform initial troubleshooting of hardware and software programs and refer unresolved or complex issues to technology services
- Repairs and mends damaged books and other instructional materials
- Schedule media center use in coordination with teachers and other District groups
- Ensure media center is available during school hours for student use
- Process, organize, move, barcode and inventory print and non-print materials and equipment and keep appropriate records
- Research availability of materials and follow district procedures for ensuring requested items are on District approval lists
- Monitor list of overdue/damaged books, equipment and collect fines
- Maintain library in a clean, organized and inviting manner (i.e. bulletin boards, media displays, etc.)
- Coordinate media/library special events
- Attend related in-services, meeting and conferences
- Work collaboratively with other library services employees to share materials and information
- Knowledge of components and operation of networked and stand-alone computer systems and peripheral equipment such as, but not limited to PCs, MACs, tablets such as iPads or Chromebooks, overhead projectors, smart boards, etc.
- Knowledge of community resources and the District's educational program
- Knowledge of modern office methods and equipment, including productivity tools (i.e. Google Docs, Microsoft Office, etc.) programs and the preparation of correspondence
- Demonstrates organizational skills

JOB FUNCTIONS – continued

- Establishes and maintains effective working relationships with staff and other persons contacted through the course of work

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and audio-visual machines in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma (GED)
- AA degree or higher preferred

Experience:

- Three (3) years of varied library services experience
- Two (2) years of public school experience preferred

Licenses, Certifications, Bonding, and /or Testing:

- Official dated certificate validating a typing speed of not less than 35 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance

JOB QUALIFICATIONS – continued

- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.