

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: School Library/Multi-Media Technician**

**Job Purpose** Statement/s: The job of School Library/Multi-Media Technician is done for the purpose of maintaining library and textbook collections at the school site; implementing age-appropriate programs for students utilizing library resources; selecting and or ordering appropriate resources in support of classroom instruction; and educating students on the proper use of the library/information resources.

**Essential Job Functions:**

- Supervises use of the School Library/Instructional Media Center (IMC) for the purpose of coordinating proper use of the facility.
- Conducts classes in a variety of formats (e.g., storytelling, puppet plays, etc.) for the purpose of promoting the use and enjoyment of literature.
- Distributes various educational resources for the purpose of providing requested classroom materials.
- Instructs students, teachers and parents for the purpose of educating them on the proper use of the library resources (e.g., classification system, on-line card catalog, care of materials), and use of educational software and internet applications.
- Inventories equipment (e.g., audio-visual equipment, computer hardware/software, audio tapes, furniture), professional/resources libraries, and other materials in the library collection for the purpose of documenting losses and/or maintaining availability of materials.
- Processes orders for educational resources (library collection, textbooks, AV equipment, computer hardware/software, multi-media materials, etc.) for the purpose of building and maintaining site resources.
- Promotes library use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use the library/IMC resources.
- Researches availability of materials and media for the purpose of selecting appropriate items.
- Assists teachers, students, and other personnel for the purpose of identifying resource materials for use in the classroom and or class assignments.
- Maintains audio visual equipment for the purpose of ensuring availability of equipment.
- Coordinates work of media center assistants and student aides for the purpose of maintaining library/IMC operations.
- Maintains inventory records of items received, delivered, and available; and assures proper levels to meet school and classroom requirements.

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- Operates a computer to enter student and textbook data, library MARC records, and other instructional material records.
- Provides information and assist in ordering, replacement, and returning of a variety of text, trade, custom books.
- Inspects and handles incoming inventory for conformity, shortages, damages and other discrepancies.
- Communicates with assigned supervisor, publishers, and vendors by telephone, electronic mail or correspondence to assure that site has textbooks in a timely manner and to resolve any concerns or problems.

**Other Job Functions:**

- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Perform a variety of clerical work, including word processing and spreadsheets, filing and inventory control, preparation and maintenance of a variety of records and reports.
- Participates in developing recommendations for material acquisitions.
- Prepares bulletin Library/IMC bulletin boards and displays.
- Performs other job related duties as may be assigned.

**Job Requirements-Qualifications:**

**Education and Experience Requirements:**

- High School diploma or equivalent. Higher education desirable including course work in child development or library science.
- One year library work desirable.
- Prior job related experience, paid or volunteer, with children.

**Skills, Knowledge, Abilities and/or Physical Requirements:**

- Skills to operate a wide variety of audio-visual and standard office equipment, use basic computer applications including experience with educational software and internet applications, use English in both written and verbal form, use correct spelling, grammar and

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punctuation, maintain detailed and accurate records, perform basic clerical tasks, uses technology to implement essential job functions.

- Knowledge of standard office equipment, library control systems, children's literature (print/software) and school curriculum areas, basic library methods and terminology, basic bookkeeping and student data base, basic computer and internet applications.
- Ability to understand and carry out oral and written instructions, communicate effectively, learn new procedures, work within a budget, sit or stand for prolonged periods; interact with persons of different age groups and cultural backgrounds. Significant physical abilities include lifting/carrying, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations, near visual/acuity accommodations.

**License, Certification, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License
- Tuberculin Clearance.

**Reports to:** Site Administrator and/or other designated administrator/coordinator

**Work Year:** 191 Days

**Salary Placement:** CSEA Salary Schedule  
Range 8

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified personnel and the CSEA Contract.

Board Approval: March 11, 1997  
Revised: October 16, 2007