

INSTRUCTIONAL TECHNICIAN – LIBRARY

DEFINITION

To assist in the instruction, supervision, and training of individual or groups of students within established curriculum and the District's mandated goals and objectives; to perform a variety of clerical and specialized tasks involving circulation, reference, and recordkeeping activities within a school library facility; and to function as a cooperative and productive team member.

DISTINGUISHING CHARACTERISTICS

This job class performs specialized journey level functions within the Instructional Assistant series. This classification is distinguished from the Instructional Assistant I/II classification by the specialization of assigned tasks. Incumbents in this classification perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the District. This job class may assume responsibility for creating a learning environment outside the classroom and provides direct student support within the context of curriculum guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from school site administrator.

May exercise technical and functional supervision over subordinate staff and/or volunteers.

EXAMPLES OF DUTIES:

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

Instructs individuals and small groups of students in a specialized learning situation and environment such as a school library and conducts hands-on tutoring in the proper use of library resources and materials.

Supervises students appropriately to maintain effective learning environment.

Implements student discipline in accordance with District policies and education codes. In an assigned school library, performs circulation functions, checks library books, materials, and equipment in and out, inspects incoming materials for damage; mending; and provides notification and follow-up on overdue books and materials.

Schedules library sessions for classes; provides instruction in basic library skills, reads stories, shows films, and makes other presentations as assigned.

Maintains library in neat and orderly condition.

Maintains records and prepares reports regarding circulation, lost materials, media equipment, volunteer hours.

Supervise students using the library, maintaining discipline as necessary.

Facilitates library use, provides information regarding library/media materials available, reference materials, and library procedures; assists students and staff in material searches, book selections, reading lists, new publications.

Performs inventory of library/media collection; checks books and copy numbers with shelf list, pulls lost/book shelf list cards, and recommends withdrawals/additions to collection.

Promotes reading and library use through displays, bulletin boards, and special encouragement activities such as reading contests.

Mends and recovers books and magazines.

Types a variety of materials such as catalog, reserve, pocket, and shelf cards, memos, letters; reports and correspondence.

Files catalog cards and shelf list cards.

Operates a variety of office machines including typewriter, calculator, laminating machine, copier, and computer.

Orders and processes books, materials and supplies, prepares purchases orders and submits to Principal.

Receives book and material shipments; checks/verifies against purchase orders and submits verification to Principal.

Organizes instructional environment, prepares materials for daily and special activities, gathers appropriate resource materials, and cleans up upon completion of tasks.

Prepares materials and/or equipment for use in classroom activities and other learning situations; gathers and prepares appropriate resource materials.

Monitors student progress through observation and review of work; maintains accurate and up to date student records.

Administers, checks, and records specialized tests, daily assignments, and homework consistent with curriculum goals and objectives.

Performs non-instructional support functions such as establishing and maintaining informational and operational records and files and preparing attendance records.

Attends in-service training, parent conferences, and after-school meetings as required.

Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Terminology, purpose, operations, and practices of a school library,

Dewey Decimal System

Developmental levels (academic/reading) of school-age children and age-appropriate media materials and resources.

Proper English usage, grammar, spelling and punctuation.

District's policies, procedures, organization and operations related to instructional programs and student support.

Age appropriate methods of tutoring and motivating students.

Basic clerical support activities.

Ability to:

Understand and follow a variety of oral and written instructions in an independent manner.

Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test.

Conduct oral presentations to groups and give instructions in a clear concise manner.

Communicate effectively and positively in both oral and written forms.

Adapt to individual student needs and work with interruptions.

Supervise students effectively and positively in a variety of situations.

Establish and maintain a variety records, logs, and files, including confidential files.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

Possession of a passing score on District's Instructional Assistant Proficiency Test.

May require possession of a valid and appropriate California State driver's license.

TRAINING AND EXPERIENCE: Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

Training

The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance. Some coursework or training in library technology is highly desirable.

Experience

At least two (2) years of progressively responsible experience performing duties equivalent to the duties performed by a Bass Lake Joint Union Elementary School District Instructional Assistant.

TYPICAL PHYSICAL REQUIREMENTS

Standing or sitting for extended periods of time daily; standing and walking short distances. Twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected hearing and vision to normal range; verbal communications required; ability to use a variety of office equipment and machines.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in a school library or similar learning environment. Continuous contact with other staff, students, parents, and general public.