

## **Washington Unified School District**

**CLASSIFICATION:** Library Technology Specialist

**Salary Range:** 29

### **BASIC FUNCTION**

Under the supervision of a designated supervisor, execute a diverse range of technical and clerical responsibilities within a school library setting. These duties encompass circulation, reference, cataloging, and record-keeping activities. Furthermore, support student technology use and needs, manage student technology devices inventory and troubleshoot technical issues. In addition, be responsible for maintaining an inviting library environment, promoting library services, and supporting the educational objectives of the school within the library.

### **ESSENTIAL FUNCTIONS:**

- Follow current library standards and established district protocols to process and distribute student technology, library books, and instructional materials.
- Manage and troubleshoot student technology-related issues within the library, ensuring smooth operation of devices and systems.
- Provides first-level support; troubleshoots, performs minor repairs and maintenance on student devices. Refers complex computer issues to IT.
- Operates within an online Helpdesk support system to record and track technical issues.
- Assist students and staff in the operation of student technology devices hardware and software, ensuring effective use of technology, including accessing a variety of online District used platforms.
- Assists in the proper disposal and recycling of obsolete equipment
- Collaborates with other departments, such as IT and Ed Services to update inventory of technology and curriculum for current students and as new students enroll.
- Facilitates compliance with the Department of Education Williams Act textbook and student technology requirements.
- Assists in coordinating needed technology and support during District and State testing needs, as well as for mandatory staff training.
- Manage the library space, establishing policies and maintaining a clean, organized, and welcoming environment.
- Help students and staff access library resources, including the automated catalog and online research tools.
- Set up and maintain library software and equipment, including, but not limited to, computers, audiovisual equipment, within the library.
- Plan, organize, and manage library events, such as book fairs and reading incentive programs, to foster engagement and literacy.
- Assist in supervising students in the library to ensure a productive and respectful environment.

- Create bulletin boards and book displays to highlight library resources and encourage reading.
- Perform a variety of technical and clerical duties related to circulation, reference, cataloging, shelving, inventory, and record-keeping within the library.
- Serve as a resource person for students and staff, providing guidance on library and instructional materials.
- Assist students in developing effective research and study skills, helping them become college and career-ready.
- Develop and promote library activities, such as story time, book talks, and reading clubs, to stimulate student interest, ability, and motivation in reading.
- Prepare or oversee the preparation and delivery of overdue notices; generate related technology reports and support requests as needed.
- Receive incoming shipments of library books and instructional materials, inventory, and reconcile shipments by reviewing packing slips and purchase orders.
- Order library supplies, instructional materials, and electronic equipment as needed to ensure the library's effective operation.
- Perform minor repairs to books, instructional materials, and student technology, as well as manage discarded or repaired items and charge students for loss or damages per established guidelines.
- Maintaining financial records, including fines and fees for lost or damaged library materials, textbooks, and student technology devices.
- Perform library-related duties as assigned, contributing to the smooth operation and success of the library.

### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Child development and behavior of children;
- Instructional materials, procedures, and organization;
- Basic English and math skills;
- First aid and safety practices;
- Computer equipment, maintenance techniques and procedures;
- Operating systems, programs, and principles of computer assisted instruction.
- Functions, operations and maintenance of a school library.
- Library practices, procedures and terminology.
- Library reference materials and resources.
- Library technical processes related to the acquisition, cataloging, classification and circulation of library materials.
- Cataloging rules and standards.
- Library technology and computer applications.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Cultural competency/sensitivity and respect for diversity.

**ABILITY TO:**

- Foster a positive learning environment, guiding students towards productive engagement, and assist in supervising students within the library;
- Analyze situations accurately and adopt an effective course of action;
- Understand and carry out oral and written instructions;
- Make arithmetical calculations quickly and accurately;
- Type at a speed of 40 words per minute from clear copy containing a large percentage of numerical or tabular data;
- Maintain adequate records and prepare reports;
- Maintain confidentiality of student information and records;
- Understand, interpret and apply technical materials, procedures and policies as well as remaining current with guidelines and frameworks of the standards librarians, and new developments in the computer/Information Technology (IT) field ;
- Establish and maintain cooperative working relationships with those contacted during the course of work;
- Perform a variety of responsible technical and clerical duties involving circulation, reference, cataloging, and record-keeping activities within a school library facility.
- Serve as a resource person regarding available materials;
- Train and provide work direction to student assistants as needed;
- Assist students, staff and others in locating and utilizing library materials;
- Maintain the library in a neat and orderly condition;
- Assist in monitoring and maintaining acceptable student behavior in the library;
- Assist certificated library personnel in the operation and maintenance of an assigned library;
- Process library and instructional materials according to established procedures;
- Type at a minimum of 35 words per minute from clear copy;
- Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others;
- Plan and organize work. Work independently with little direction;
- Maintain consistent, punctual and regular attendance.

**EDUCATION, TRAINING, AND/OR EXPERIENCE**

- Candidates must demonstrate proficiency in fundamental subjects by passing the District proficiency or equivalent test.
- Any combination of training and experience that would provide the necessary knowledge and abilities is acceptable.
- Any combination equivalent to: graduation from high school and two years of general clerical experience.

**WORKING CONDITIONS**

- Bends and twists at the waist, kneels or crouches to retrieve and file materials.
- Sits for extended periods of time.

- Frequently lifts and/or carries up to 20 pounds.
- Indoor work environment; exposure to cooler and warmer temperatures.
- Constant interruptions.
- Repetitive lifting and relocating of library books and instructional materials.  
Standing/sitting for extended periods of time.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*