

Granite Falls School District  
Position Description  
**LIBRARY TECH**

**GENERAL SUMMARY**

The responsibilities of the Library Tech are to establish, plan, develop and maintain an effective library and provide support to certificated staff, with instructional and non-instructional activities for students, including tutoring students individually and supervising small and large groups and monitoring behavior. To create a positive atmosphere, as well as encouraging students to learn.

**TYPICAL FUNCTIONS**

To effectively perform the essential functions of any position with the District, regular attendance is required and expected. Depending upon the individual assignment, the Library Assistant performs all or a combination of several of the following duties:

1. Supervises a library in an independent capacity; assists students in use of equipment and resources; provides login info to all new incoming students, helps prepare students for lifelong learning and success; demonstrates a variety of skills for acquisition.
2. Creates positive atmosphere to encourage and motivate students to learn. Tutors students individually or in small groups in a variety of learning activities to promote student understanding of library operations and materials; provides encouragement, reinforcement and assists students in locating materials as needed.
3. Monitors student behavior in library to promote appropriate student behavior; models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures; instructs students in behavioral rules and codes for student safety, socialization and individual growth.
4. Assists students with interpersonal and personal skills mastery; listens to student confidences and refers problems to teachers, counselors, specialists or administrators as appropriate.
5. Assists students in developing self-esteem and responsible behaviors; models appropriate behavior; acknowledges discusses, rewards, and corrects student behavior; disciplines students as necessary; maintains student safety.
6. Establishes and maintains effective communication with students, staff, parents and the public for student achievement and community relations.
7. Manages building schedule for library and labs.
8. Collaborates with staff in the design of instruction in information skills by suggesting innovative ways to use library resources and ways to integrate information skills and literature with the classroom curriculum.
9. Maintains records, files, lists, catalogs, collection, shelves, backups, documentation, and other data. Notifies student/teacher/parent of late books and/or fines and follows through on a regular basis for returned books and/or replacement payments.
10. Previews, evaluates, and selects materials in support of the curriculum. Evaluates current collection regularly with respect to curriculum needs and communicates with teachers as to perceived needs in the collection. Generates orders for acquisition of materials.
11. Locates, develops and/or modifies materials for student and teacher use, enrichment activities and special projects.
12. Orders, processes all books and magazines, library materials, audio-visual equipment, for student and teacher use.
13. Responsible for circulation, shelving, laminating and repairing of all books and magazines.
14. Maintains all processing of building textbooks/classroom sets of books.
15. Prepares materials/records for substitute assistant.
16. Maintains physical appearance of library, display cases and other assigned areas; maintains supplies as assigned.
17. Organizes and maintains all resources of the learning resource program. Catalogs all resources (library, textbooks, ASB equipment, etc...) for building. Inventories all library materials annually.
18. Serves on committees as appropriate; promotes student learning and achievement; promotes positive public and community relations.
19. Attends professional development conferences, seminars, classes and in-service activities.
20. Collects and compiles data as required; provides reports and interpretations as necessary for program and administrative requirements.
21. Retrieves and provides resources to meet all needs from individual interests to overall school programs.
22. Plans and participates in district trainings with the technology coordinator in the training of staff and faculty.

23. Knowledge of technology appropriate to the level of the assignment. I.e. computer skills, word processing, etc.
24. Assists in a variety of building management activities, such as supervising halls and play areas, assisting visitors, maintaining a positive school environment for learning and teaching, and related activities.
25. Supervises independent study students assigned to library.
26. Assist with remedial academic support.
27. Perform various other duties as assigned. (all prep and post work for state mandated testing throughout year)

### **REPORTING RELATIONSHIPS**

Reports to building principal; coordinates/collaborates with certificated staff.

### **MENTAL DEMANDS**

Requires above average abilities in reading, writing, and communication; may experience frequent interruptions; requires ability to establish and maintain effective working relationships with students, staff, parents and public; requires warmth, confidence, fairness, and consistency with students while providing instruction and/or information; requires working with a wide range of student behaviors and academic abilities and/or with a wide range of physical or emotional disabilities; may require calming distraught, angry or hostile students; may require adaptability, flexibility, and behavior management techniques when working with different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills; requires demonstrated knowledge and understanding of library procedures; requires knowledge and use of audio-visual and computer-technology in performance of duties and/or demonstration to others; requires use of technology for collection management, student instruction, and record keeping; requires organization of activities; requires knowledge of student safety rules and procedures.

### **PHYSICAL DEMANDS**

Possible exposure to infectious diseases carried by students; exposure to student noise levels; requires standing, sitting, or bending for prolonged periods; requires lifting and positioning equipment, books and supplies, twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly, 11-24 pounds frequently; 25-50 pounds rarely - assistance for heavy lifting/carrying/pushing/pulling available; good visual and hearing ability; requires prolonged exposure to visual display terminal; may require attendance at evening meetings or activities.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

High school graduation or equivalent and two years of increasingly responsible experience working with school-aged children. Computer skills required. Library training or experience strongly preferred.

#### **Allowable Substitutions**

Additional qualifying education may substitute for up to one year of the required experience.

#### **Licenses/Special Requirements**

Fingerprinting required satisfactory background clearance results.

Current First-Aid/CPR card

### **CONDITIONS**

The preceding list of essential functions is not exhaustive and maybe supplemented as necessary.