

**Bend-La Pine Public Schools
Deschutes County
Bend, Oregon 97701**

Position Title: HIGH SCHOOL LIBRARY MEDIA AND TECHNOLOGY ASSISTANT

Department:

Reports To: Assigned Teacher or Media / Librarian at Site

JOB DEFINITION:

Under general supervision, the High School Library-Media and Technology Assistant performs instructional assistance, technology support, and clerical tasks related to the purchasing, processing, organizing and dissemination of library / media center materials and the school technology inventory. Library-media and technology activities are consistent with district policies, procedures, and practices. Assistance is given to the librarian / media specialist or a designated supervising teacher in the instruction of library skills. The position serves as a liaison to the Technology Department and works closely with the assigned IT Technician. Application of independent judgment is required on standard work procedures.

NATURE AND SCOPE OF WORK:

Support for library functions and support for school-wide technology needs will each constitute about fifty percent of the work day.

ESSENTIAL JOB FUNCTIONS:

1. Maintains an attractive and inviting atmosphere in the library media facility. Ensures that attractive and appropriate displays reflect attention to course units of instruction within the school.
2. Assists students and staff in the use of library and technology materials, equipment and resources.
3. Supervises students in the library, assures that the use of technology devices is appropriate and school-related.
4. Trains and supervises student assistants and volunteers.
5. Maintains order and appropriate conduct among students. Supervises students during recess, lunch periods, and before / after school by keeping a calm and disciplined atmosphere wherever assigned.
6. Maintains a collaborative relationship between students and staff to assure maximal use of the library media center and its resources.
7. Assists staff and students with the identification of bibliographies, text materials, websites, electronic services and materials to support and enhance the curriculum. Provides these resources as appropriate.
8. Cooperatively plans and assists with implementation of reading motivation activities and programs.
9. Provides staff and students with information and training on the operation and productive use of technology equipment, library holdings, and online information resources.
10. Provides assistance and situational instruction to students and staff for the effective use of the media center and technology equipment.
11. Assists the librarian with the selection and purchase of library materials and online resources.
12. Assists with communication. Helps the librarian link with information resource centers located outside of the school facility.
13. At the principal's discretion, serves as the school webmaster or helps by posting content to the school website.
14. Enters orders for the acquisition of library holdings and technology equipment, physically manages the receipt and documentation of orders, requests technology services for the configuration of devices as necessary.

15. Prepares library materials for circulation after catalogued by the school or district librarian. Repairs books as needed. Prepares, distributes, moves, and sets up technology equipment for staff use. Enters requests for equipment repairs.
16. Operates the media center's computerized system for cataloguing and circulation of materials. Uses electronic tools to manage the school technology inventory and first-level technology support.
17. Acts as a first-level contact for staff regarding technology problems and needs. Solves problems as appropriate, enters requests and needs into the district technology help desk system, installs software in concert with technology procedures, and assists with the imaging and updating of computers.
18. Helps the librarian prepare budgets and maintain proper accounting.
19. Works with the librarian to maintain spreadsheets, records, and general information regarding the fiscal operation of the library media center, statistics on circulation, records of software licensure, and the technology inventory.
20. Works with the librarian to report statistics on circulation, school technology inventory, technology deployment, and software licensure to the building principal and other district officials.
21. Works with the librarian to report statistics on circulation, school technology equipment including licensure, circulation, distribution, retrieval, collection, evaluation, and inventory.
22. Operates record-keeping systems for library materials and school-wide technology equipment throughout the school. Assists with the summer storage and the fall redeployment and setup of technology devices.
23. Ensures that all technology equipment is in good repair. Submits requests for repair services as necessary.
24. Consistently follows district and school policies and guidelines for maintaining appropriate behavior among students, for district library practices and procedures and for district technology policies, practices and procedures.
25. Attends meetings, work sessions and in-service opportunities as required by the Instruction and Technology Departments and by the district.
26. Fulfills other related duties as assigned.
27. Fulfills performance standards identified in the evaluation process as required by the position.
28. Fulfills working conditions and physical effort listed below.

WORKING CONDITIONS:

The employee works with groups of students and on a one-to-one basis. Students include those who may be physically and mentally handicapped, learning disabled, emotionally disturbed and culturally different. Supervision and instructional responsibilities require the employee to be able to stand for up to 45 consecutive minutes and to sit for prolonged periods. Significant physical abilities include reaching, handling, fingering, talking, hearing conversations and near visual acuity/visual accommodation. The employee must be able to lift or maneuver up to 40 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Computers, office machines, audiovisual equipments and their operation.
- Circulation cataloging software.
- Current technologies, related software, and their applications.
- Methods and procedures related to supporting instruction of research.
- Student behavior and methods to assure proper conduct.
- Standard library practices, terminology and procedures.
- Basic reference resources.
- Budget, accounting and record-keeping procedures.
- Procedures for processing, organizing, maintaining and disseminating library materials.
- Safety practices.

Skills and Abilities:

Possess the physical ability to regularly attend work and fulfill the essential functions of the position with or without reasonable accommodation.

- Maintain a high level of organization according to recognized or directed practices to ensure immediate access to information and resources.
- Establish and maintain effective working relationships and communicate effectively with students, teachers, administrators, supervisor and the public.
- Verbalize concepts and communicate effectively in person and over the telephone using a pleasant and well-modulated voice.
- Use computer technology to facilitate instruction and clerical tasks.
- Learn the operation of computers, telephones and other equipment used in the work, as required by the position.
- Use and demonstrate the use of reference materials.
- Apply procedures for processing, organizing, maintaining and disseminating library materials.
- Inspire interest and create enthusiasm for the maximum use of the media center.
- Type 40 words per minute with accuracy.
- Maintain accurate record systems.
- Make mathematical calculations accurately.
- Maintain a high level of commitment to the completion of all tasks.
- Abide by confidentiality requirements.
- Learn how to deal with bodily fluid spills.
- Adhere to the federal requirements of a drug-free workplace.
- Adhere to school district policies and procedures.

EDUCATION AND EXPERIENCE:

High school diploma and more than two years of advanced education or experience in the specific job requirements. The position requires the application of general principles or techniques and training not normally received in a high school. The position requires thorough technical knowledge in a specialized area.

The position requires working knowledge of technical procedures and processes and the ability to teach them to others. In-depth knowledge of library and technology policies and applications is necessary. Job learning time may range from six to twelve months. Job proficiency can be acquired in twelve to twenty-four months.

CERTIFICATION AND LICENSING:
