

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

MEDIA CENTER TECHNICIAN

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of duties involved in the operation and maintenance of an assigned media center (library/computer laboratory); provide direction and guidance to students and staff on effective use of informational resources; maintain library media instructional resources, activities, and online educational tools; provide training and assistance to students and teachers concerning the operation of computers and related hardware and peripheral equipment and software applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate and manage the use of the school media center and computer lab; assist students and teachers in locating and utilizing computer equipment and instructional materials; guide and support students and teachers in the awareness and application of multimedia resources, software and hardware, peripheral equipment and online reference sources; monitor individual students and student groups in computer practice activities and locating reference materials.
- Establish schedules for media center use; assist teachers in scheduling class time in media center; confer with teachers in planning and developing media center curricula; assist teachers in the selection of appropriate software and related materials to complement lesson plans; assist student drop-ins with printing and computer use.
- Assist the librarian in organizing and maintaining efficient library procedures including circulation, shelving and retrieval of books and materials; utilize library software to catalog new school media center books.
- Gather books and material in need of repair; repair, recondition and mend books, binders and materials as needed; adjust and perform minor maintenance on a variety of computers and peripheral equipment.
- Update and store student computer files as appropriate; assist students with use of devices including iPads, Chromebook, desktops and related equipment and devices; maintain records and logs related to student use of computers and peripheral equipment.
- Promote the school media center to students and teachers; highlight current and new instructional materials and computer equipment available for access; assist in the selection and ordering of materials and supplies for the media center; schedule the delivery of paper, printer toner, camera equipment and related supplies as needed.
- Create, develop and maintain a variety of educational media such as promotional materials and multimedia presentations as assigned.
- Assist in maintaining and managing media center budgets and donation records; prepare reports, lists and logs as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of experience involving working with computer software/hardware and the use, scheduling, or procurement of media materials.
- One year of library clerical experience or library technical training desirable.

Knowledge of:

- Principles, methods and procedures of operating computers and peripheral equipment in an instructional environment; internet research techniques; and basic instruction methods and techniques.
- Student supervision and guidance principles and practices.
- Computer hardware systems and software applications utilized by the District.
- Safe practices in computer lab activities.
- Computer lab procedures and appropriate student conduct.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Requirements of maintaining a computer lab in a safe, clean and orderly condition.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Provide training and assistance to students concerning the operation of computers and related peripheral equipment and software applications.
- Assist individual and groups of students in completing computer lab assignments and projects.
- Carryout district and site policies, procedures and regulations.
- Assist certificated teachers in reinforcing instruction to small groups or classes of students.
- Monitor, observe and report student progress.
- Observe and control student behavior according to approved policies and procedures.
- Troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.
- Assist individual and groups of students in completing computer lab assignments and projects.
- Plan, meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain regular and consistent attendance.

WORKING CONDITIONS:

Work Environment:

- Computer Lab and Library Environment.
- Constant Interruptions.

Physical Demands: 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.

- Dexterity of hands and fingers to operate a variety of computer equipment.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to view a computer monitor and read a variety of materials.
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve materials.
- Lifting, carrying, pushing or pulling moderately heavy materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 8/8/07, 2/14/18

FLSA Status: Non Exempt

Media Center Technician