

CITY OF AUGUSTA
Department of Public Schools

JOB DESCRIPTION

TITLE: LIBRARY ED TECH II

REPORTS TO: Under the general supervision of the building administrator with the specific supervision of the Library/Media Specialist

SUPERVISES: Volunteers and student workers

GENERAL SUMMARY : To provide quality library services to students and staff.

QUALIFICATIONS:

1. Ed Tech II State authorization.
2. A working knowledge of libraries.
3. Must be familiar with children's and/or young adult literature.
4. Ability to work with students.
5. Proficient written and oral communication skills.
6. Ability to work with computer and other educational technologies.
7. Ability to work both independently and as a team member.

PERFORMANCE RESPONSIBILITIES:

1. Assist library patrons in locating library materials.
2. Circulation: check-in, check-out, shelving, inventory control, interlibrary loans, holds, billing, and overdues.
3. Provide instruction and develop library lessons in consultation with the K-8 Librarian based on the library curriculum.
4. Be familiar with the library collection.
5. Provide technical services such as processing library materials, data entry, mending damaged materials, etc.
6. Collection Development: select, order, and weed library materials in consultation with the Library Media Specialist.
7. Utilize appropriate technology to enhance the library collection and its services.
8. Manage appropriate conduct in the library:
 - a. When entire classes come to the library, this will be done in conjunction with the classroom teacher.
 - b. When small groups of students are in the library, it will be the sole responsibility of the library staff.
9. Create displays, bulletin boards and other library promotional materials.
10. Maintain confidentiality concerning students and faculty.
11. Participate in continuing education opportunities.
12. Trains and stays current on all Library Media prevailing computer programs.

13. Practice safe work methods, assist in keeping work areas and equipment in safe operating condition, and promptly notify supervisor of any safety hazardous conditions.
14. Other duties as assigned by the Library Media Specialist and/or the building principal.

WORKING CONDITIONS:

General library working conditions.
Frequent lifting of up to 20 lbs. required.
Pushing/pulling of book carts and AV equipment.
Bending, stretching, and reaching is necessary to shelve books (up to 6 feet high).
Ability to communicate with library users

OTHER REQUIREMENTS: The library field has become a very specialized career in recent years. Either education or specific training in the area of Library and Information Science is a necessary requirement to be an effective library staff member. Continued training and education is a must in order to stay current with the new technologies that are developed for libraries.

TERMS OF EMPLOYMENT:

Length of year and salary to be determined by the Board in compliance with appropriate comprehensive labor agreement and district policy.
Performance will be evaluated annually by the Building administrator with input from the Library Media Specialist in accordance with Board policy.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Reviewed by the Personnel Committee of the Board of Education on February 3, 2003.

Approved by: _____

Superintendent of Schools

Date _____

2/15/03