

LIBRARY TECHNOLOGY CLERKJob Summary

Under the direction of the site principal, and in conjunction with district administration, the Library Technology Clerk will perform responsible clerical duties assigned; maintain school site library and/or computer lab; may be required to substitute for Site Secretary when necessary; perform other related duties as required. (Note: At High School level, may be required to work in the Career Center)

Qualifications:Required:

- Completion of the twelfth grade or equivalent
- Two years experience working in a school setting with children
- Typing certificate verifying a net corrected speed equal to or greater than 40 wpm

Desired:

- Self-starter and highly motivated
- Strong people and communication skills
- Knowledge of the Spanish language may be required
- Previous work experience with multicultural individuals/groups in a school-based setting

Knowledge and Ability:

1. Excellent organizational and networking skills
2. Ability to provide instructional assistance to students with special needs
3. Ability to operate computer student tracking technology
4. Knowledge of operations and be able to coordinate and operate student/computer lab
5. Knowledge of research techniques using the electronic library and/or the Internet
6. Ability to work well with and understand children and to work cooperatively with teachers, principals, and others
7. Knowledge of basic computer skills, particularly word processing
8. Ability to relate well to students and families in a nonjudgmental and caring manner
9. Ability to establish and maintain cooperative working relationship with co-workers, parents and students and to work in teams
10. Ability to communicate effectively, both in writing and orally

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Conduct research techniques using the electronic library and/or the Internet
2. Coordinate with Site Principal on Computer Lab
3. Ensure that reports are prepared and submitted as required
4. Communicate regularly with other site staff regarding student issues and share other necessary information
5. Check deliveries against requisitions or purchase order and distributes materials/books
6. Deals with confidential student records
7. Monitors and inventories a variety of items such as textbooks, school keys, etc.
8. Sort and file material
9. May assist in installing software on computers on campus
10. Attend Library meetings
11. Maintain school library; order books/material; stock books/material
12. Maintain school computer lab
13. Maintain inventory of computers, televisions, VCR's, LCD projectors, printers, etc.
14. Troubleshoot computer problems; liaison with District Technology staff
15. Check books out to students and teachers
16. Maintain student accounts on the AR and STARR reading programs
17. Assist families with completion of the Federal Free/Reduced meal application forms
18. Act as backup to Principal's/Site Secretary/Attendance Secretary/Community Contact in their absence
19. Act as Receptionist for site if necessary
20. Administer minor first aid in the absence of the school nurse if necessary

21. Compose correspondence without instructions from supervisor
22. Data entry of student information into computer for report
23. Dispense information to the public over the counter or on the telephone
24. Greet and help students, staff and visitors coming into the office/library
25. Keep records and maintain files
26. Other appropriate duties as assigned
27. May assist site staff with laminating

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead in order to unload, stock shelves, move, material
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job