



Division of Human Resources

Job Title: Library Technician

Wage/Hour Status: Non-Exempt

Reports to: Principal/Librarian

Pay Grade: PP04

Dept./School: Campus Assigned

Date Revised: November 2020

Primary Purpose:

Assist librarian with the daily operations of the Library Media Centers (LMC). Perform routine clerical duties under direct supervision.

Qualifications:

Education/Certification Required:

High school diploma or equivalent

*Meet one highly qualified requirements:

- Have completed at least two years of study at an institution of higher education (defined as completion of 48 semester hours or equivalent trimester hours) of college coursework or an applicable number of semester hours as defined by the institution of higher education attended, whichever is less;
- Possess an associate's (or higher) degree;
- Have completed a TEA approved paraprofessional certification training

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills

Ability to follow district cataloging system

Ability to work well with children

Effective, organizational, communication and interpersonal skills.

Experience:

Three years clerical or secretarial experience, educational setting preferred.

Major Responsibilities and Duties:

1. Maintain the library collection; including:
 - a. shelving books
 - b. checking in and out books
 - c. adding and withdrawing items from the collection
 - d. repairing damaged books
 - e. assisting with inventory as required by campus and district guidelines
 - f. Processing inter-LMC loans.
2. Teach students how to use the library system.
3. Help students choose the appropriate book for their ability, level, and interest.
4. Enter purchase orders, create requisitions, process new books, and maintain supplies for the LMC.
5. Process library reports including overdue lists and notifying students and parents.
6. Maintain the cleanliness and orderliness of the LMC.
7. Answer questions by phone and/or email about LMC issues.
8. Assist in supervising student LMC aides (or leaders) daily.
9. Supervise the library when LMS/FLI is co-teaching or in PLC meetings.
10. Support literacy events in the LMC and school-wide (i.e. Accelerated Reader, Battle of the Books).
11. Read books based on campus/student interest to stay current.

12. Assist the LMS/FLI in maintaining the calendar and check-out system for labs, carts, etc.
13. Perform basic troubleshooting of mobile devices, projectors, and computers.
14. Use and maintain the work order system for LMC-centric technology issues (i.e. shared mobile devices, computer labs, laptops). Non-LMC campus technical issues are the responsibility of teachers and campus administration.
15. Assist in computer labs as necessary.
16. Assist with book fairs and other LMC-centric special events.
17. Assist with the maintenance of the campus makerspace with supplies and materials while ensuring the safety of all students.
18. Assist with keeping the LMC district and activity account ledgers.
19. Assist with the maintenance of library databases and users.
20. Design and create library displays.
21. Work with community volunteers in the LMC.
22. Assist with the maintenance of TipWeb (or other asset tracking system)

Supervisory Responsibilities:

Assist with supervision of student aides and volunteers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instructional equipment.

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders.

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds).

Environment: Work inside; work alone; exposure to dust, noise; work with frequent interruptions.

Mental Demands: Maintain emotional control under stress.

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

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Reviewed by _____

Date _____

Received by _____ Date _____