CLASS TITLE: LIBRARY SUPPORT TECHNICIAN, TITLE I

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of responsible duties involving family literacy, increasing access to literature, supporting supplemental instructional activities, and supporting intervention programs.

ESSENTIAL FUNCTIONS:
Assist with meeting the instructional needs of students in Title I schools with a focus on at-risk students of poverty and young children in need of reading assistance.

Assist students and staff in locating supplemental books and materials, using electronic resources catalog and reference materials.

Check in and out, reference and catalog books and materials at the circulation desk that support supplemental activities.

Model and develop an appreciation for reading by providing high interest reading materials at a variety of reading levels, within a variety of mediums.

Distribute library resources to support the intervention programs at the school site.

Assist teachers in providing students an enriched educational program by making available reading material that supports supplemental instructional activities.

Maintain discipline and quiet among students using the library.

Acquire and make available reading material that supports supplemental instructional materials.

Assist with family literacy events.

Afford parents with opportunities to participate in the education of their children by coordinating parent workshops, book clubs, book fairs, etc.

Provide families with opportunities to increase literacy in the home by assisting parents and students in the selection of reading materials aligned to individual reading levels.

Order library supplies related to supplemental activities as needed.

Operate a computer and assigned software; operate standard office equipment.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Functions, operations and maintenance of a school library
Library practices, procedures, and terminology
Library reference materials and resources
Function, operation and maintenance of a library
Library technical processes related to the acquisition, cataloging, classification and circulation of library materials
Cataloging rules and standards
Modern library technology including computer applications
Operation of a computer and assigned software
Interpersonal skills using tact, patience and courtesy
Principles of training and providing work direction

ABILITY TO:
Perform a variety of responsible technical and clerical duties
Serve as a resource person regarding available materials
Assist students, staff and others in locating and utilizing library materials
Maintain library in a neat and orderly condition
Monitor and maintain acceptable student behavior in the library
Process supplemental library materials according to established procedures
Type at a minimum of 35 words per minute from a clear copy
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Operate a computer and other standard office equipment
Plan and organize work
Work independently with little direction
Maintain consistent, punctual and regular attendance
Move hands and fingers to operate a computer keyboard
Reach overhead, above the shoulders and horizontally to shelve materials
Sit or stand for extended periods of time
Bend at the waist, kneel or crouch
Hear and speak to exchange information
See to read a variety of materials

EDUCATION AND EXPERIENCE REQUIRED:
Any combination equivalent to: graduation from high school and two years of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:
Typing Certificate with 35 words per minute minimum.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor work environment
Constant interruptions