

ELK GROVE UNIFIED SCHOOL DISTRICT

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