

TECHNICIAN II-LIBRARY/MEDIA

DEFINITION:

Under the supervision of the Principal or other designated supervisor, performs various clerical and technical tasks in library or computer work at an assigned high school site; assures activities adhere to District Technological Resource Policies and Procedures.

- Performs various circulation procedures including overseeing the preparation of overdue notices, previewing materials and maintaining records of equipment loans and returns.
- Participates in textbook management including distribution and inventory as assigned.
- Assists students and teachers in the selection, location and use of library materials and media equipment; assists students in researching instructional materials for classroom use.
- Assists staff in preparing learning packets for student use as assigned.
- Assists students and staff with library, computer and media device skills.
- Reviews, selects, orders and processes library, computer and media materials according to established standards.
- Types letters, reports, invoices, requisitions, cards, lists and other materials from copy, draft and machine recordings.
- Maintains accurate files and inventories of textbooks, library books, audiovisual hardware, computers and computer software.
- Processes library and computer materials with appropriate property markings, jacketing, packaging and storing.
- Maintains circulation records and prepares

Previously Revised: 12/2016