

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

**POSITION TITLE:** Library/Technology Program Assistant

**JOB GOAL:** To assist in the implementation of the Library-Media Center and Technology Curriculum.

**QUALIFICATIONS:** High School Diploma

**REPORTS TO:** School Principal or designee

**PERFORMANCE RESPONSIBILITIES:**

- Assists in processing student ID's, passwords, notices of missing, damaged, or overdue library books and/or textbooks, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses
- Assists teachers, students, and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments
- Duplicates media and instructional materials (e.g. CD's, DVDs, and video tapes, etc.) for the purpose of maintaining an appropriate inventory for internal distribution
- Evaluates books, media, and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books, media, periodicals, etc.) for the purpose of ensuring the availability of books and library materials
- Maintains materials inventory and equipment (e.g. library books, library hardware/software, textbooks, audio books, media equipment, computers, printers, magazines, newspapers, and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials and equipment when required
- Monitors parent volunteers, student volunteers, student activities and computer use for the purpose of maintaining a safe environment conducive to learning
- Operates a variety of media equipment, computer equipment and systems (e.g. video tape, edit media, duplicate media, computers, printers, smart boards, laminators, CD's, DVDs, etc.) for the purpose of providing library media services to students and staff
- Participates in workshops, in-service training, meetings, etc. for the purpose of conveying and/or gathering information required to perform functions
- Performs circulation activities (e.g. item check-in and check-out, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, work orders, overdue lists, textbook orders, fines, web pages, costs, etc.) for the purpose of providing documentation and information to others
- Processes library books, periodicals, software and related media materials (e.g. logging into master files, barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials



Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking: Necessary for communicating with others.
2. Hearing: Necessary for receiving instructions and queries.
3. Sight: Necessary for doing job effectively and correctly.
4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

1. Short demonstration only \_\_\_\_\_
2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
3. 30-90 days \_\_\_\_\_
4. 91-180 days \_\_\_\_\_
5. 181 days to 1 year \_\_\_\_\_
6. 1 to 2 years \_\_\_\_\_
7. 2 to 4 years \_\_\_\_\_
8. 4 to 10 years \_\_\_\_\_X
9. Over 10 years \_\_\_\_\_

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.