

The Library Technician provides support services in the school library/ media center and performs a wide variety of duties related to library and curriculum materials as well as assisting with maintaining computer labs and support/supervision of students.

Chain of Command

The Library Technician works under supervision of a certified teacher and reports to the Principal of the school.

Competencies of the Library Technician

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including Outlook and Microsoft Office
- Flexible team player who is time and task oriented
- Patient and student-centered

Essential Duties of the Library Technician

- Work with curriculum department to obtain curriculum materials needed by teachers, process new materials and check out of curriculum materials to teachers.
- Check in/out of library materials to students and staff.
- Maintain library collection including processing of new library books.
- Repair and maintain library books.
- Maintain book shelves and library organization.
- Assist students/staff with finding and pulling materials.
- Assist media specialist with maintaining computer labs including troubleshooting technology issues.
- Supervision of students in library/media center.
- Collection of curriculum materials no longer needed.
- Pack and ship materials to other schools as necessary.
- Print overdue notices.
- Other duties as assigned.

Minimum Qualifications

High School Diploma or GED

Associates Degree OR 60 higher education credit hours OR a qualifying score on a state recognized paraprofessional exam may be required.

Date Revised

2.20.2020