

**Carson City School District Job Description:  
Library Media Technician/Senior Projects Coordinator**

**Job Title:** Library Media Technician/Senior Projects Coordinator

**Location:** School Site

**Reports To:** Principal or Designee

**FLSA Status:** Non-exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 12-23-2019

**General Job Description:**

Under general supervision, to perform a variety of responsible library technical work. The Library Media Technician will create and maintain an educational atmosphere that encourages rigorous student learning that supports school-wide and District curriculum. Leads the integration of 21st Century technology tools and strategies into the instructional program and to perform related work as required. In addition, this position involves collaborating, coordinating, promoting, and supporting the senior project program at Carson High School. This position researches and assesses educational needs and interests for the staff and students to support Senior Projects Program. This position coordinates the entire senior projects experience for the students, staff, and community members by providing programmatic support. Bilingual preferred.

**Experience or training required:**

**Knowledge of:** Library methods, practices and terminology; classification systems; media, bibliographies, indexes, and other basic reference sources; English usage, spelling, grammar and punctuation; modern office and audiovisual equipment usage and procedures; record keeping techniques; one-on-one student devices as issued by the District; and Senior Project Program content and objectives.

**Ability to:** Use basic reference sources in a library setting; deal tactfully and effectively with students, staff and community partners; work with frequent interruptions; retain and recall information; adjust to changes in work loads, assignments, and priorities; clearly and concisely communicate instructions and information orally; operate a typewriter and computer; perform routine clerical work; maintain routine records accurately; learn and interpret specific rules, regulations, laws and policies and to apply them with good judgment in a variety of situations without immediate supervision; meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness; understand the needs of students and to possess a genuine liking for students; assume responsibility and use good judgment in recognizing the scope of delegated authority; determine and retain privileged communications; maintain confidentiality of privileged or sensitive information; operate a computer; proofread and detect errors; perform responsible clerical work with accuracy and speed; compile and maintain accurate records and files; compose routine correspondence independently; make mathematical calculations quickly and accurately; keyboard at a corrected speed of 40 wpm; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work. Use of media classification system(s) and basic library reference materials; assist teachers and students with special projects; perform professional cataloging and referencing work with minimal supervision; maintain discipline and order among students using the library; maintain records on textbooks; operate a computer keyboard; operate audiovisual equipment; maintain complex filing systems; instruct students in the use of the library; maintain routine records accurately; operate a vehicle observing legal and defensive driving practices; and understand and carry out oral and written instructions.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:** Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in library science, or a closely related field; an example is completion or enrollment in a Library Services Certificate Program or work experience in a library or closely related facility wherein the incumbent has acquired the knowledge and abilities listed above.

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### **Licenses or Certificates required:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Must possess a Nevada Department of Education substitute teaching license.

### **The Job Functions:**

Incumbents are responsible for the day-to-day operation of a library under the general guidance of a school administrator. Incumbents must have a good knowledge of technical library work, be able to plan and schedule work to meet the needs of the instructional staff. Incumbents are also required to develop library skills and creative learning activities, to present learning experiences to students and to monitor and control students assigned to the library. Some of the tasks require an incumbent to make suggestions regarding appropriate library materials for use in a given situation, to suggest references and sources of information, and to aid students and teachers in the selection of reading materials. Provides a safe, positive, orderly, and academically focused learning environment. Collaborates with teachers to integrate library media center services. Collaborates with administrators and teachers to develop library media center resources that align with District/school goals. Facilitate student development of independent critical thinking, information literacy skills, and digital citizenship. Frequent and close contact with students and/or teachers is characteristic of this position. Due to the combination of library services support and the coordination of the Senior Projects Program, the incumbent must be able to fulfill all of the required duties as assigned and commensurate to this position.

### **Essential Job Functions:**

Instructs and assists students and staff in researching of topics using the electronic online catalog, mixed-media programs, Internet, basic reference sources, and in finding and selecting materials; supervises the use of the adjoining Internet computer lab; participates in the writing and implementation of strict District-wide technology use in the Library Media Center (L.M.C.); assists in diagnosis of computer, program, and printer malfunctions; review and revises electronic on-line card catalog as needed; electronically classifies and catalogs new materials; electronically inventories all library media materials, including books, audiovisual equipment, computer hardware and software; responds to ready reference questions requiring minimal research; shelves, files and repairs library books and materials; oversees and participates in book circulation processes; keyboards and sends out overdue notices; collects and receipts library fines; files in the card catalog; setup and maintain satellite communications for classrooms; supervises students and maintains order in the library; as assigned, schedules work, trains and directs student helpers in proper shelving, library circulation and clerical procedures; types, files and does related library clerical and maintenance work; mends books and magazines; prepares regular and periodic reports; compiles and keyboards book orders; maintains records; orders and uses laminating film; takes media preparation orders from teachers; duplicates materials for teachers; maintains an inventory of media materials; checks out and in media learning resource materials to teachers; laminates materials for teachers; adjusts and makes minor repairs to audiovisual equipment; consults with teachers on media learning resource material requirements, and recommends purchases within budget constraints; compiles catalogues of media learning resource materials; may assist in the preparation of budget; receives and performs clerical processing of new books and materials; prepares library displays; operates and advises others on the operation of equipment; receives, processes, circulates and stores educational media, materials and equipment; participates in library inventory; prepares student library cards; and performs related work as required.

### **With regard to the Senior Project Program coordination:**

- Assists the administration in the planning, coordination and implementation of the Senior Project Program;
- Implements additional internal/external promotions that may include phone calls, composing letters, mailings and writing and distribution of information;

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- Responds to inquiries from students, staff, and community by using all available resources;
- Good analytical skills to understand how educational needs can be addressed through the Senior Project Program;
- Good reading, verbal, written and interpersonal communication skills;
- Good presentation skills;
- Uses student management databases; uses business software systems in completion of assignments (e.g., Word, Excel, Access, Outlook);
- Maintain a friendly and approachable professional demeanor;
- Conduct any required orientation with students, parents/guardians, and community partners;
- Contribute to the team approach by supporting District/Site policies and procedures;
- Retrieve messages and return all calls within 24 hours;
- Help students communicate with their teachers;
- Have the ability to use technology to monitor and track student data;
- Keep all written documentation updated weekly;
- Act as a liaison to the administration by providing Senior Project Program status with students, staff, parents, and community partners;
- Communicate with administration with regard to program problems and suggestions;
- Must be able to collaborate with other staff members, students, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

**Physical Demands and Working Conditions:**

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

**Environmental Conditions:**

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.