Library Educational Technician I

TITLE: Library Educational Technician I

QUALIFICATIONS:

I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

Candidate must possess strong communication, organizational, and interpersonal skills, and understanding of the instructional process, and an understanding of students' needs to include understanding of the student with special needs. Knowledge of emergency, health, and safety issues would be preferred. Candidate must be willing to participate in ongoing in-service training as requested by Administrator and/or Director. Candidate must hold or be eligible for State of Maine Ed. Tech I Authorization. Candidate must maintain a high level of ethical behavior and confidentiality of information about students as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities. Prior experience in the educational and/or library fields is desirable but not required.

REPORTS TO: Administrator or Administrator's designee.

JOB GOAL:

To assist the Library and Instructional Technology Specialists (LITS)/elementary school Library Media Specialist in maintaining an appropriate Library & Learning Commons (LLC)/elementary school Library-Media Center environment in which students, staff, and community members can take full advantage of the instructional program and the available resources materials.

PERFORMANCE RESPONSIBILITIES: Responsibilities may include but are not limited to the following:

I. Actively supports the Professional Responsibilities of the Library & Instructional Technology Specialists (LITS)/elementary school Library Media Specialist.

II. Follows the (LITS)/elementary school Library Media Specialist's directions to maintain a unified Library & Learning Commons (LLC) program/elementary Library-Media Center centered on the learning community's needs and the instructional goals of the school.

III. Understands the Library & Learning Commons'/elementary school Library Media Center's expectations for students and maintains a responsive environment at all times.

IV. Maintains the Library & Learning Commons/elementary school library Media Center facility as a clean, well organized, inviting, and inspiring environment.

V. Communicates regularly with the LITS/elementary school Library Media Specialist regarding short- and long-term goal-setting, project outlines, and processes for the Library Ed. Tech I to complete necessary tasks.

VI. Attends school and district meetings, workshops, and conferences to continually update the expertise necessary to function effectively in the Library Ed. Tech I role.

VII. Assumes responsibility for maintaining the essential functions of the LLC/elementary school Library-Media Center as needed.

VIII. Effectively uses the library automation system to manage material records as well as patron records and circulation.

IX. Catalogs, processes, repairs, updates, and weeds designated items in the collection.

X. Maintains system of organization through routine shelving, shelf-reading, and inventory processes.

XI. Assists learning community members with locating, requesting, and retrieving materials from sources both within and outside of the LLC/elementary school Library-Media Center.

SUPERVISION:

The Library Educational Technician I may:

I. Be assigned instructional duties directly supervised by the classroom teacher or appropriate content specialist in the classroom; and

II. Serve under general administrative supervision when performing non-instructional student related duties.

EQUIPMENT USED:

Appropriate library and instructional technology.

WORKING CONDITIONS:

Mental Demands: organizing, analyzing, planning, designing, documenting, coordinating, flexibility, adaptability, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, outside, working around moving objects, working with students, working alone, biological exposure (human waste, body fluids)

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

Job performance will be evaluated in accordance with provisions of the School Board’s policy and/or Board action on Evaluation of Professional Personnel. The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which job goals are met. The Administrator will perform the evaluation in conjunction with their designee.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: September 8, 2015

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