



Ashland School District Job Description

Job Title: Technical Services Coordinator
Assignment: School Library
Reports To: Principal
Evaluated By: Building Administrator(s)
FLSA Status: Non-Exempt

JOB SUMMARY

To provide each student with an enriched library environment containing a wide variety and range of materials (both in print and digital media) that will enhance the educational program within the school setting; to aid all students in acquiring the skills needed to take full advantage of library resources. Performs duties with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Troubleshoots all audio-visual (A/V) equipment.
3. Assists with collection development; searches for bibliographic information and controls record of all materials acquired by library; assembles data for and prepares orders.
4. Assists in the management of computers and computer database for library/textbook operations including multimedia applications, as well as online searches for staff and students.
5. Orders, processes, and maintains accounting system for departments/library, including audio visual material and supplies, periodicals, textbooks, and both print and non-print materials.
6. Performs descriptive cataloguing and directs maintenance of cataloguing records. Cataloguing of fiction and classification of materials identified in standard tools.
7. Opens and closes library daily securing library equipment and valuables.
8. Catalogs books and new equipment.
9. Repairs, covers and binds damaged books.
10. Assists students with reference work, selection of books, online reference searches.
11. Supervises students during library visits.
12. Prepares materials as requested by teaching staff for instruction.
13. Processes new textbooks.
14. Inventories, orders and stocks library supplies, books and magazines.
15. Maintains current records, tracks over-due and lost books, creates accounts for patrons and manages student library cards.
16. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
17. Works collaboratively with District and building administrators as well as other Transportation Department staff to provide reliable service to customers.
18. Communicate clearly with coworkers and other staff.
19. Participate as an effective team member.
20. Provide impeccable customer service.
21. Interacts thoughtfully and courteously with students, staff, administrators and parents and resolves conflict in a professional manner.
22. Maintains appropriate certifications and training hours as required.
23. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Assist in maintenance of monthly bulletin boards.
2. Supervise students before school, at lunch time, recess or during passing periods.
3. Cleans media equipment.
4. Assists with school wide fund raising
5. Attends in-service trainings.
6. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current requirements. Prior successful experience working in a school setting or with students strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, inventory and word processing software. Ability to use library software, student information software, strongly preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements and a valid Oregon Drivers License. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.</p>

Prepared By: JDC Reviewed By: JDC Adopted:
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Prepared Date: May 5, 2016 Review Date:
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I have read and understand this job description.

Signature:

Date:
